



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

Jeffrey B. Norman
Chief of Police

(414) 933-4444

December 15, 2025

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

RE: Request for Police Forensic Services Manager Examination and Eligibility List

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment, administer an examination, and provide an eligibility list for the position of Police Forensic Services Manager as soon as administratively possible. The Police Forensic Services Manager position is a civilian position assigned to the Forensics Division. Under the general supervision of the Police Forensic Services Director, this position is responsible for overseeing the technical aspects of the division by supervising, training, and performing work varying in complexity and responsibility in Forensic and management disciplines. This position is responsible for the direct management of Crime Scene Supervisors and all other members under their respective command. The work is performed in accordance with state and local requirements and departmental procedures and guidelines. In the absence of the Police Forensic Services Director, assumes command and responsibility consistent with the full authority of such position.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Shrea Smith at (414) 935-7683.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN: ss
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

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

1. Date Prepared/ Revised: 09/25/2024 / 9/28/2025		2. Present Incumbent: 1 Vacant Position		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>		
3. Date Filled:		4. Previous Incumbent: N/A				
5. Department: Milwaukee Police Department			Bureau: CIB Division: Forensics		Unit: Section:	
6. Work Location: 749 W. State Street, 3 rd Floor			Telephone: Email:		Work Schedule: Varies	
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: If in District Council 48, which local?			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
10. Official Title: Police Forensic Services Manager				Pay Range	Job Code	EEO Code
				1JX	6018	
Underfill Title (if applicable):						
Requested Title (if applicable):						
Recommended Title (DER Use Only):				Approved by: Date:		

11. BASIC FUNCTION OF POSITION:

Under the general direction of the Police Forensic Services Director, the Forensic Services Manager is responsible for overseeing the technical aspects of the division by supervising, training, and performing work varying in complexity and responsibility in Forensic and management disciplines. This position is responsible for the direct management of Crime Scene Supervisors and all other members under their respective command. The work is performed in accordance with state and local requirements and departmental procedures and guidelines. In the absence of the Police Forensic Services Director, assumes command and responsibility consistent with the full authority of such position.

NOTE: The Forensic Services Manager is a civilian position.

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.Serve as a technical leader for Forensic related disciplines, services, tasks, equipment, software and training.Plan and direct the activities of the Forensics Division including operational activities and assignments on each shift.Ensure proper staffing levels are met and maintained.Instruct, mentor, coach and participate in training of Forensics Division members, department personnel, and others regarding the proper documentation processes of crime scene investigations, evidence handling, photography techniques, and other related skills.Supervise the collection and processing of evidence including but not limited to physical evidence collected at crime scenes, lab processes, digital evidence, latent prints, DNA and related equipment and software.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> • Delegate and manage division personnel's work assignments, priorities and deadlines to ensure timely and accurate work products. Ensure an acceptable level of proficiency and productivity for all personnel under the manager's supervision consistent with the employee's job functions and responsibilities. • Monitor calls for service and assignments related to Forensic Division personnel to ensure responses are appropriate and efficient. • Forecast and maintain division budget including operating expenses, overtime, grants and special funds. • Oversee the procurement, maintenance and distribution of equipment including vehicles, uniforms and software. • Communicate effectively and coherently with members under the manager's command, members of the organization, partners and the public both orally and in written communication. • Attend and facilitate meetings throughout the City of Milwaukee and surrounding area including staff and team meetings. • Monitor the work environment to ensure safety and well-being of employees. • Respond to crime scenes and monitor members assigned to the Forensics Division. Facilitate the collection of all evidence to ensure that all personnel operate within the guidelines of current state statutes and rules of evidence collection and processing. • Serve as a liaison between other Milwaukee Police Department (MPD) work locations and Law Enforcement agencies or partners. • Support the division's human resource functions by participating in personnel decisions, including hiring processes, onboarding new members, probationary reports, annual reviews, disciplinary action, performance improvement plans, and providing additional training as needed. • Create documents, reports, presentations and maintain databases related to MPD and Forensic processes. • Acts in a manner consistent with MPD's Code of Conduct, policies and procedures, and Standard Operating Procedures (SOP's) as set forth by the Chief of Police. • Provides input and recommendations on policy and organizational improvement including the development and revision of guidelines, policies, quality assurance standards, SOP's, to assist in correcting problems and deficiencies. • Assists in training employees and stakeholders in technical procedures, quality control and workplace policy. • Actively seeks and participates in professional development, keeps current on new trends, information and technology impacting Forensics, participates in assigned method improvement, validation, research projects and system upgrades or implementation. • Testify and serve as a credible witness in court and administrative proceedings. • Participates in and successfully completes all required training identified by the Milwaukee Police Department and City of Milwaukee. • All other duties assigned.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • • • •

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Police Forensic Services Director

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

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.

General supervision is received from the Police Forensic Services Director/Commanding Officer. When serving as a shift supervisor, a Forensic Services Manager is expected to function independently, without the presence of a supervisor, and to exercise judgment and discretion in supervising within the rules and procedures of the Police Department as well as orders given by the Police Forensic Services Director and/or Commanding Officer(s).

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 6

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>	
6	Crime Scene Supervisor	a – h	

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

i. Education and Experience:

- Bachelor's degree in Forensic Science, Natural Sciences, Criminal Justice, Computer Science, Management or closely related field of study required.
- Minimum of five (5) years of experience working for Federal, State or Local Government law enforcement agency. A minimum of three (3) years of experience included in a supervisory capacity preferred.

ii. Knowledge, Skills and Abilities & Other Characteristics:

Technical:

- Knowledge of law enforcement databases and related software including but not limited to Microsoft Office, Records Management System (RMS), Computer Aided Dispatch (CAD), National Integrated Ballistic Network (NIBIN), Automated Fingerprint Identification System (AFIS/fingerprint), Axon, and booking databases.
- Knowledge of safety procedures including in a lab setting.
- Knowledge of equipment such as cameras, camera accessories, and fuming chambers, chemicals and processes used in Forensic labs including chemicals used for latent print processing to include but not limited to, cyanoacrylate fuming, fluorescent dye stains, and additional commonly used chemicals.
- Knowledge of the rules of evidence including preservation and processing of evidence including the chain of custody.
- Demonstrate knowledge and ability to apply Forensic discipline best practices.
- Project management skills.
- Ability to proofread documents and reports to detect and correct errors.
- Ability to efficiently and effectively create documents, maintain databases, produce spreadsheets, and prepare reports using Microsoft Office or similar computer software.
- Ability to perform work with a high degree of accuracy and attention to detail.

Communication and Interpersonal:

- Ability to understand oral and written instructions, speak effectively and articulately and demonstrate good listening skills, convey concern understanding and empathy.
- Ability to work well both independently and as part of a team in a collaborative environment with people whose backgrounds may differ from one's own.

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.

Supervisory:

- Knowledge of organizational and management best practices.
- Exceptional leadership, management and interpersonal skills.
- Ability to assign duties and direct work, set and assess clear performance standards, provide guidance, and monitor work in progress, take corrective action when needed.
- Ability to analyze and evaluate policies and operations to optimize efficiency and equity.
- Ability to read and understand job-related materials such as budgets, reports, ordinances, rules and regulations.
- Ability to make hiring recommendations.
- Ability to create and develop a diverse work team in which all members can reach their potential.
- Ability to identify and foster changes that improve organizational efficiency, equity and inclusion.

Critical Thinking, Planning and Professionalism:

- Ability to plan and organize effectively.
- Ability to remain calm and composed, especially during busy or high stress situations.
- Ability to develop short- and long-term goals and objectives.
- Analytical and problem-solving skills; ability to make independent decisions and exercise sound judgment.

iii. Certifications, Licenses, Registrations:

- Preferred Forensic certification(s) from the International Association of Identification or similar organization.
- Active membership of Forensic association(s) such as but not limited to International Association of Identification (IAI), National Institute of Standards and Technology (NIST), American Academy of Forensic Sciences or similar organization.
- Maintain valid Driver's License.

iv. Other Requirements:

- Ability to review, classify, categorize, prioritize, and/or analyze data and tasks.
- Ability to navigate the City of Milwaukee.
- Ability to occasionally work irregular or extended hours to meet the department's needs.
- Ability to comply with City of Milwaukee residency requirements.
- Experience leading staff and/or projects.
- Familiarity with the American National Standard Institute (ANSI) National Accreditation Board (ANAB) accreditation program.
- The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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:

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.

<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" 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 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 checked="" 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.)

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.

<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** 0%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" 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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" 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 checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (please list): Forensic related equipment	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (please list): Forensic related equipment and technology found in an office and lab setting.	

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

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.