

# FORENSIC PROCESSOR SUPERVISOR

Recruitment #2104-4118-001

<b>List Type</b>	Original
<b>Requesting Department</b>	Milwaukee Police Department
<b>Open Date</b>	5/7/2021 08:00:00 AM
<b>Filing Deadline</b>	6/1/2021 11:59:00 PM
<b>HR Analyst</b>	Marti Cargile

## INTRODUCTION

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

## PURPOSE

Assigned to the Forensic Division within the Milwaukee Police Department (MPD), the Forensic Processor Supervisor serves in a civilian capacity supervising and training Forensic Identification Processors and working with the Identification Systems Specialist to ensure the efficient operation of and training for the various identification systems used by the department.

## ESSENTIAL FUNCTIONS

### PRISONER IDENTIFICATION AND PROCESSING OVERSIGHT

- Oversee the daily duties of a team of Forensic Identification Processors.
- Facilitate and disseminate information between the division, the Captain of Police, supervisors, staff, and other department members while maintaining the confidentiality of sensitive information.
- Compose reports, spreadsheets, and Standard Operating Instructions.

### SUPERVISORY DUTIES

- Supervise staff to ensure appropriate levels of service and resources and to ensure that policies and procedures are followed.
- Maintain staff schedules, monitor work, evaluate performance, provide counseling, make hiring recommendations, and take disciplinary action as warranted.
- Conduct training and work with staff on professional development to support them in successfully meeting departmental goals and objectives.

### CRIMINAL RECORDS OVERSIGHT

- Maintain the integrity and accuracy of data entry in the TriTech Inform Jail system.
- Audit MPD bookings.
- Ensure records are retained, stored, and/or destroyed in accordance with policies.
- Assist the Identification Systems Specialist with the duties and functions of Criminal Records.
- Ensure efficient operation of the Forensic Section identification systems: Morpho Biometric Identification System (Automated Fingerprint Identification System) and ImageWare Systems (IWS).
- Conduct identification system training for departmental members.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

**\*\*\* The Forensic Processor Supervisor is considered essential staff during the current public health emergency. \*\*\***

## MINIMUM REQUIREMENTS

1. **Bachelor's Degree in criminal justice, police science, or a closely related field from an accredited college or university, **AND****
2. **One year of experience in a lead role performing functions related to this position, such as prisoner identification and processing.**
3. **Valid driver's license at time of appointment and throughout employment.**

*Equivalent combinations of education and experience may also be considered. For example, a related associate degree plus three years of experience performing functions related to this position as described under #2, above, is considered equivalent; however, there is no substitution granted for the one year of experience in a lead role.*

**NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application or sent via email to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Student/unofficial copies are acceptable; however, your transcripts must be legible and include your name, the university name, the degree completed (if applicable), and the degree completion date.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### TECHNICAL

- General knowledge of law enforcement practices.
- Knowledge of prisoner identification and processing procedures, including fingerprint identification.
- Knowledge of criminal records management practices.
- Ability to read and understand work-related documents.
- Written communication skills to be able to compose clear and error-free policies, correspondence, and reports.
- Verbal communication skills necessary to discuss work activities with direct reports and others.
- Public speaking and training skills to be able to present information to various audiences.
- Proficiency using standard word processing, spreadsheet, database, and office productivity software.
- Ability to become proficient using various specialized databases for fingerprint and prisoner identification.

### INTERPERSONAL AND SUPERVISORY SKILLS

- Ability to establish and maintain effective working relationships with command staff, MPD members, civilian colleagues, City officials and staff, other agencies, vendors, and the public.
- Ability to work cooperatively in a team-oriented environment with people whose backgrounds may differ from one's own.
- Customer service skills, empathy, and tact to be able to serve the public respectfully and represent the department positively.
- Supervisory skills to be able to lead and train Forensic Identification Processors to accomplish goals.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.

### CRITICAL THINKING

- Ability to organize and complete work in a timely manner.
- Project management skills.
- Analytical and problem-solving skills.
- Decision-making skills and sound judgment.

### PROFESSIONALISM

- Ability to handle sensitive information carefully.
- Ability to remain composed during stressful situations.
- Honesty and the ability to maintain the utmost confidentiality regarding all personnel and police matters.

## CURRENT SALARY

The current salary range (Pay Range 1AX) is \$48,670-\$63,426 and the resident incentive salary range for City of Milwaukee residents is \$50,130-\$65,329. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan

- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Tuesday, June 1, 2021**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**NOTE:** *To be hired by the Milwaukee Police Department, candidates must pass an MPD background investigation before hire. Your application will be rejected if you have been convicted of a felony.*

## ADDITIONAL INFORMATION

- Applications and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

*EEO 102*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*