



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

Jeffrey B. Norman
Acting Chief of Police

(414) 933-4444

September 29, 2021

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

RE: REQUEST FOR CRIME AND INTELLIGENCE MANAGER RECRUITMENT

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct recruitment for the position of Crime and Intelligence Manager as soon as administratively possible. The Crime and Intelligence Manager position is assigned to the Office of Management Analysis and Planning and the Fusion Division. This position is responsible for the supervision of a staff of strategic and tactical analysts who perform short and long term analysis of crime trends, crime patterns and crime series, as well as collection and interpretation of data and statistics using quantitative and qualitative methods.

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 Analyst-Sr. Jamie Heberer at (414) 935-3980.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. B. Norman', written over a white background.

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

JBN:jh
Attachment

JOB DESCRIPTION

FOR DER USE ONLY

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

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

1. Date Prepared/ Revised: 6/7/2017 / 12/18/2020		2. Present Incumbent: 3 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: Fusion Division Division		Unit: Tactical Analysis 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: Management, Non Represented If in District Council 48, chose a Local: None			9. FLSA Status: EXEMPT
10. Official Title: Crime & Intelligence Manager		Pay Range 1FX	Job Code 5010	EEO Code	
Underfill Title (if applicable):					
Requested Title (if applicable):					
Recommended Title (DER Use Only):		Approved by:			
		Date:			

11. BASIC FUNCTION OF POSITION:

This is a non-sworn law enforcement position (civilian). Under direction of the Fusion Division's Captain, the Crime & Intelligence Manager is responsible for the supervision of a staff of tactical Crime Analysts who perform short and long term analysis of crimes trends, crime patterns and crime series as well as collection and interpretation of data and criminal intelligence using quantitative and qualitative methods. The supervisor will oversee from inception through completion and dissemination, the retrieval and analysis of various crime, call for service, arrest and other data requests generated throughout the Department. The Crime & Intelligence Manager is responsible for providing analytic support to on-going investigations and assisting in the production of analytic products for presentation in law enforcement and community based forums. The Crime & Intelligence Manager will compile accurate and unbiased information for use in various internal and external forums. The job duties of this position have a direct impact on the Geographic Commands, Investigations and on outside agencies at the local, State, and Federal levels.

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. Application of Analytical Methods and Techniques Applies appropriate analytical methods and techniques to identify and analyze raw information for the purpose of substantiating criminal patterns and/or trends and predictive analysis. Uses computerized analytic tools to create charts, maps, timelines, and link diagrams for the purpose of demonstrating analytical findings, including target relationships, investigative case support, time sequence of events, and criminal hierarchies Conducts tactical, strategic, case investigative analysis and intelligence lead policing assessment of major crime incidents. Manages the Fusion Division Tactical Analysis Unit section personnel. Assists in the establishment and training of Crime Analysts assigned to the Tactical Analysis Unit.
	Criminal Patterns and Trends <ul style="list-style-type: none"> Correlates, integrates, and evaluates varying types of information from investigative activities for the purpose of generating investigative leads, and prepares reports to document investigative activities and summarize findings. Leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department.

% of Time	ESSENTIAL FUNCTION
	Crime Assessment <ul style="list-style-type: none"> • Preparation of intelligence reports, presentations or maps, that assists with efficient deployment of resources to prevent crime and clear cases. Review of existing reports and data, analyze statistics to identify patterns and trends and to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored or interrupted.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	<ul style="list-style-type: none"> • Participates in investigative efforts through meetings with law enforcement officers to identify intelligence requirements needed to support investigations and to report analytical findings.
	<ul style="list-style-type: none"> • Collection, collation and preparation of documents used to assist with the development of agency strategy. Educate law enforcement personnel on criminal findings including data, trends and forecasts. A key focus involves writing reports and delivering presentations to a variety of audiences.
	<ul style="list-style-type: none"> • Maintains the confidentiality and integrity of information and investigations coordinated, developed, and/or assisted by the Milwaukee Police Department.
	<ul style="list-style-type: none"> • Represents the Police Department interacting with counterparts throughout the law enforcement community.
	<ul style="list-style-type: none"> • Provides pertinent training to other Federal, State and local law enforcement strategic and intelligence personnel as needed.
	<ul style="list-style-type: none"> • Researches and reviews new automated analytical tools in support of law enforcement tactical analysis, investigative and intelligence activities.
	<ul style="list-style-type: none"> • Work in partnership with associated State, Federal, and local agencies, analysts, and investigators to facilitate information sharing in accordance with National Crime Intelligence Sharing Plan.
	<ul style="list-style-type: none"> • Develops curriculum and provides training to Department members in intelligence lead policing strategies
	<ul style="list-style-type: none"> • Attends related training and conferences to expand job skills and assist in the development of professional contacts.
	<ul style="list-style-type: none"> • Maintains compliance with all rules and procedures and the appropriate position responsibilities of the Milwaukee Police Department.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Captain Paul Kavanagh.

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 review of completed jobs, but does not require prior approval of assignments, methods or work produced.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **19**.

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)
10	Crime Analyst (Day Shift)	a-f, h
5	Crime Analyst	a-f, h

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

i. **Education and Experience:**

Minimum of five years tactical analysis, criminal intelligence analytical experience and a Bachelor's degree in Criminal Justice, Information Management Systems, Computer Science, or closely related field (3 years strategic and criminal intelligence analytical experience and Master's degree in a related field may be considered)

Extensive work experience with Police related data, management, and data mining (3 years or more)

Preferred:

Master's degree in a related field

Work experience in law enforcement environments.

Instructor and presentation experience in the field of strategic, tactical and criminal intelligence.

ii. **Knowledge, Skills and Abilities:**

Knowledge of and experience integrating criminal and law enforcement data with criminal intelligence and geographic data for the purpose of understanding why, where and when criminal activity is taking place in relation to the community.

Knowledge and advanced experience in intelligence techniques, operations, and analytical procedures to effectively conduct analysis of criminal investigations and other large scale intelligence projects involving inter-related subject areas.

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

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

Ability to effectively represent the Police Department when interacting with counterparts throughout the law enforcement community.

Current knowledge of relevant crime reports, statistics and data series. Ability to remain abreast of innovative technologies and latest methodologies related to crime analysis.

Current Knowledge of leadership techniques, conflict resolution, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

iii. **Certifications, Licenses, Registrations:**

Certified Law Enforcement Instructor

Certified Structured Query Language Administrator

iv. **Other Requirements:**

No previous 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 checked="" 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 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).
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<input type="checkbox"/>	Machine Operators, Mechanics, and 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: 40%**

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 type="checkbox"/> Copier <input 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