



Fire and Police Commission

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Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd
Executive Director

Date: September 14, 2021

RE: Monthly Update on FPC Departmental Operations

The following report is an update for the Board of Fire and Police Commissioners on FPC departmental operations. This report will be presented by the Executive Director at the FPC Board meeting on September 16, 2021.

1. Staff Vacancies within the FPC

There are currently 4 remaining vacancies within the FPC. The following recent efforts have been taken to fill staff vacancies:

Administration

Program Assistant I. This vacancy was created by Jasmine Agrait's promotion to Program Assistant II within Staffing Services, which became effective on June 28, 2021. I am pleased to report that we hired Veronica Wilson to fill this vacancy. Ms. Wilson currently works as a Personnel Payroll Assistant III for the Department of Public Works, so she is well qualified for this role. Her first day with the FPC will be September 20, 2021.

Community Engagement

Community Outreach Coordinator. We conducted interviews to fill this position in late July 2021. We have identified a top candidate and have made a conditional offer to this person, which is contingent on the approval of a negotiated salary amount. We are currently waiting for the Department of Employee Relations (DER) and the Chair of the Finance & Personnel Committee to approve that negotiated salary amount.

Emergency Management

Director of Emergency Management and Communications. The former Director of Emergency Management and Communications, Kyle Mirehouse, recently left the FPC effective August 9, 2021. This a Cabinet-level position, which requires appointment by the Mayor and confirmation by the Common Council. I have been in contact with the Mayor's Office regarding this vacancy and am awaiting further instructions/information from them on how they will proceed.

Administrative Support Specialist. At the request of Mr. Mirehouse, this position was recently reclassified from a Program Assistant II position to an Administrative Support Specialist position, to better reflect the duties needed of the position. The goal was to post this position for candidates to apply following the reclassification; however, the posting has been delayed as a result of Mr. Mirehouse's resignation. The current plan is to wait for the appointment of a new Director of Emergency Management before posting this position, to allow the new Director to lead the hiring process for an employee who will report directly to him or her.

Research

Research and Policy Analyst. We conducted interviews to fill this position in late July 2021 and have identified a top candidate. We have completed reference checks for this person and recently made a conditional offer, which would be contingent on the approval of a negotiated salary amount. That candidate is currently considering the conditional offer.

Staffing Services

Test Administration Coordinator. I am pleased to report that Molly Kuether-Steele has been hired to fill this position within Staffing Services. Ms. Kuether-Steele will be a great addition to our Staffing Services team. She currently works as a Staff Assistant with the City Clerk's Office and previously worked for the FPC as a Program Assistant II in Staffing Services and as an Office Assistant III. Her first day with the FPC will be October 4, 2021.

II. Update on FPC Operations

A. Audit.

With recent addition of the two new Auditors, the FPC's Audit Unit is now fully staffed and operational. We anticipate that the addition of the Auditors will allow us to fully meet the auditing requirements of the *Collins* settlement agreement, which will be the focus of the Audit Unit going forward.

Work in this respect remains on going. As previously reported, Audit Manager Mike Doherty has created audit plans to review/audit citizen and internally generated complaints, as well as field interviews, no action encounters, and traffic stops, as required by the *Collins* settlement agreement. Audit schedules and procedures have also been created.

At this point, Mr. Doherty has completed the first audit of MPD internally generated complaints, which covered the first and second quarters of 2020. He has also completed the audit of no-action encounters from the third and fourth quarters of 2020. Mr. Doherty has completed final reports for both audits, which he submitted for management review in August 2021. Prior to the reports' official release, the results will be presented to the Milwaukee Police Department (MPD), which will occur in the near future.

Additional audits have also been completed or started. The audits for MPD and FPC citizen complaints, both from the second half of 2020, have been completed. The final reports for those audits are also nearly complete. The results of the FPC citizen complaint audit was presented to FPC on September 9, 2021. The result of the MPD citizen complaint audit will be presented to MPD soon.

The Audit Unit has also announced and commenced audits for MPD internally generated complaints for the third and fourth quarters of 2020, as well as for no-action encounters for the first and second quarters of 2021. Thereafter, audits will be conducted of MPD traffic stops and field interviews.

With respect to the *Collins* settlement agreement more broadly, on September 23, 2021, the Crime and Justice Institute (CJI) will be issuing its third annual report on the defendants' progress and status in complying with the terms of the settlement agreement. During the past year, the FPC staff that works on compliance efforts have received extensive training from MPD on the reporting systems that generate data for CJI to analyze. With this training complete, the quality and functionality of the reports FPC can run has improved. FPC staff were also able to attend the MPD's annual training on constitutional policing, to gain a better understanding of the decision-making on the street that effects overall compliance goals. The FPC has also become current and compliant with the data-posting requirements of the *Collins* settlement agreement. The FPC has, with the assistance of the Board, updated rules and guidelines for complaints to align them with practice and settlement agreement priorities.

Compliance efforts now are largely turning to focus on the audit requirements and the mandate to recruit, retain, and promote a diverse corps of officers. Input and suggestions from Board members related to meeting this challenge are welcomed and encouraged.

B. Investigations.

To date this year, there have been a total of 85 citizen complaints filed with the FPC, of which 27 have been formal and 46 informal (an additional 12 complainants have requested a complaint form but have not yet returned it). The Investigations Unit currently has 15 open citizen complaints that it is investigating—11 formal and 4 informal.

C. Legal.

To date this year, there have been trials for 7 appellants who initiated disciplinary appeals. Additionally, 7 scheduled trials have been resolved by way of negotiated settlements, withdrawal from the process, or dismissal for lack of jurisdiction due to retirement. In addition,

1 citizen complaint trial was dismissed for lack of jurisdiction due to a retirement. There is currently 1 scheduled disciplinary trials set for December 2021.

D. Staffing Services

Staffing Services is engaged in ongoing testing, hiring, and recruiting to fill positions within the Milwaukee Fire and Police Departments. The following is a list of upcoming scheduled and planned classes, as well as planned and completed activities to fill those classes:

- A fire cadet job announcement bulletin has been posted.
 - Application period: 09/03/2021- 12/05/2021
 - Testing and interviews (tentative dates)
 - Written Test: 1/27/2022 & 1/28/2022
 - Oral Interviews: 3/23/2022 – 3/25/2022
 - Psychological Evaluations: 4/25/2022 – 5/6/2022
 - FC Physical Ability Test: 5/20/2022 & 5/21/2022
 - Pre-employment medical/drug: TBD (June/July 2022)

- A firefighter class is scheduled to start in early spring 2022. In preparation for the class, candidates have been surveyed regarding the status of their EMT license. Candidates who still need to obtain EMT licenses have been invited to participate in MFD's EMT class starting in October.
 - EMT class:
 - Orientation: 9/26/2021 & 9/27/2021
 - Class start dates: 10/04/2021 – 1/28/2022

 - Firefighter class date: April 4, 2022
 - Using and existing eligible list
 - Testing and interview dates (tentative dates):
 - Psychological evaluations: 1/10/2022 – 1/26/2022
 - Pre-employment medical: 1/03/2022 – 1/24/2022
 - Psychological appeals: 7/15/2021 & 7/23/2021
 - Background checks completed: 2/21/2022
 - Background appeals: 3/09/2022 – 3/11/2022
 - Candidate Physical Ability Test: TBD
 - Drug tests: 3/24/2022 – 3/25/2022

- A Fire Lieutenant job announcement bulletin was previously posted.
 - Application period: 9/3/2021 – 12/5/2021
 - Testing and interviews (tentative dates)
 - Written test: 11/15/2021
 - Assessment Center: early December 2021

- A Heavy Equipment Operator (HEO) job announcement bulletin will post this Friday with Board approval.
 - Applications period: 9/17/2021 – 10/17/2021

- Testing and interviews (tentative dates)
 - Written Test: January 2022
- A Community Service Officer (CSO) class is rescheduled to start October 4, 2021.
 - Applications accepted: 3/17/2021 – 4/7/2021
 - Testing and interviews
 - Oral interviews conducted by MPD
 - Psychological evaluation: 8/2021
 - Pre-employment medical/drug: 8/2/2021 – 8/6/2021
- A 911 Telecommunicator job announcement bulletin will post this Friday with Board approval.
 - Applications accepted: 9/17/2021 – 10/08/2021
 - Testing and interviews (tentative dates)
 - Written exam: Week of 10/25/2021
 - Oral interviews: 11/29/2021 – 12/03/2021
 - Psychological evaluation: 12/13/2021 – TBD
 - Background investigation: TBD
 - Pre-employment medical/drug: 12/13/2021
 - Psychological appeals: TBD
 - Background appeals: TBD

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