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

June 4, 2026

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

RE: Reclassification to change FLSA Designation and Market Study of Crime and Intelligence Manager

Dear Commissioners:

The Department is requesting that the position of Crime and Intelligence Manager (Pay Range 1HX) be changed from Exempt Status to Non-Exempt Status under the Fair Labor Standards Act. This request is being submitted to accurately compensate members for the hours dedicated to performing daily duties and responsibilities of the position.

The Crime and Intelligence Manager serve a critical role within the Milwaukee Police Department and works under the direction of the commanding officers in the Fusion Division and Office of Management Analysis and Planning. Crime Intelligence Managers supervise Crime Analysts I, II, and III who collect, correlate, analyze, disseminate, and evaluate data to identify emerging trends, patterns, and changes in criminal activity utilizing specialized analytical software and intelligence systems.

Crime and Intelligence Managers routinely perform duties that require work beyond a standard administrative schedule. These responsibilities include maintaining operational continuity, providing supervisory coverage, coordinating investigative support functions, and ensuring the ongoing effectiveness of day-to-day unit operations. Crime and Intelligence Managers are routinely required to work evenings, weekends, holidays, and extended hours to meet operational needs. These responsibilities are performed without eligibility for overtime compensation despite the additional hours worked. Please note other civilian supervisory positions within the department, including Crime Scene Supervisor (Pay Range 2LN), are classified as non-exempt hourly employees and are eligible for overtime compensation.

In addition, the Department of Employee Relations is currently reviewing our Reclassification and Market Study request for the Crime Analyst I, II, and III position. This may result in wage increases for employees supervised by Crime and Intelligence Managers and may potentially create a significant wage compression between managers and the employees they supervise. Therefore, I am requesting a Market Study for the Crime and Intelligence Managers.

I respectfully request that this request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this process. If you have any questions regarding this matter, please contact Human Resources Representative Shrea Smith at 414-935-7683.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

CRAIG D. SARNOW
ASSISTANT CHIEF OF POLICE

JBN:CDS:ss
Attachment

City of Milwaukee
CS-25, Rev. 11/14

JOB DESCRIPTION

FOR DER USE ONLY	
Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common 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, 3/6/2024, 6/4/2026	**2. Present Incumbent:** 2 positions	**Is incumbent underfilling position?** YES ☐ NO ☒
3. Date Filled:	**4. Previous Incumbent:**	If YES, indicate underfill title in box 10.
5. Department: Milwaukee Police Department	**Bureau:** Criminal Investigation **Division:** Fusion	**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:** NON-EXEMPT

10.	**Official Title:**	**Pay Range**	**Job Code**	**EEO Code**
	Crime and Intelligence Manager	1HX	4988	
	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 and Intelligence Manager is responsible for the supervision of a staff of tactical Crime 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 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%	• 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 • 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

% of Time	ESSENTIAL FUNCTION
	Police Department.
	Crime Assessment • 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
	• Participates in investigative efforts through meetings with law enforcement officers to identify intelligence requirements needed to support investigations and to report analytical findings.
	• 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.
	• Maintains the confidentiality and integrity of information and investigations coordinated, developed, and/or assisted by the Milwaukee Police Department.
	• Represents the Police Department interacting with counterparts throughout the law enforcement community.
	• Provides pertinent training to other Federal, State and local law enforcement strategic and intelligence personnel as needed.
	• Researches and reviews new automated analytical tools in support of law enforcement tactical analysis, investigative and intelligence activities.
	• 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.
	• Develops curriculum and provides training to Department members in intelligence lead policing strategies
	• Attends related training and conferences to expand job skills and assist in the development of professional contacts.
	• 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 of Police.

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 = **15**.

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)
16	Crime Analyst	a-f, h

F. MINIMIMUM 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:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees 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.
☐	**Balancing:** Maintaining body equilibrium to prevent failing 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.
☒	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**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.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**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.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.
☒	**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.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**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:

☐	**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.
☒	**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.
☐	**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.
☐	**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.
☐	**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:

☒	**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 devises, assembly or fabrication of parts).
☐	**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.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars; trucks, forklifts, cranes, and high lift equipment.
☐	**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:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	**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.)
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**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.
☐	**The worker is subject to vibration**: Exposure to oscillating movements of the extremities or whole body.
☐	**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.
☐	**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.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**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:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)
☒ Data processing equipment	☒ PC equipment (monitor, keyboard, printer, etc.)
☐ Handcart	☒ PC software
☐ Hand tools ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):***	

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

City of Milwaukee
CS-25, Rev.
1/06000

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____

City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 6/7/2017, 2/23/2024, 6/4/2026	**2. Present Incumbent:** 2 Positions	**Is incumbent underfilling position?** **YES** ☐ **NO** ☒
3. Date Filled:	**4. Previous Incumbent:** Stephanie Sikinger	If YES, indicate underfill title in box 10.
5. Department: Milwaukee Police Department	**Bureau:** Strategic Management **Division**	**Unit:** OMAP **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: NON-EXEMPT**

10.		Pay Range	Job Code	EEO Code
	Official Title: Crime and Intelligence Manager	1HX	4988	
	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 Office of Management, Analysis and Planning Lieutenant, the Crime and Intelligence Manager is responsible for the supervision of a staff of strategic and tactical analysts who perform short and long term analysis of crimes trends, crimes patterns and crime series as well as collection and interpretation of data and statistics 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 Supervisor Analyst 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 Supervisor Analyst will compile accurate and unbiased information for use in various internal and external forums. The Supervisor Analyst's job duties 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%	• 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, time sequence of events, and criminal hierarchies. • Conducts tactical, strategic and intelligence lead policing assessment of major crime. • Manages the crime analysis section personnel. Assists in the establishment and training of Crime Analysts.
	Criminal Patterns and Trends • 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

% of Time	ESSENTIAL FUNCTION
	summarize findings. Leads and/or assists with special projects and investigative efforts of the Milwaukee Police Department.
	Crime Assessment • Preparation of reports, presentations or maps, that assists with efficient deployment of resources to prevent or control crime. 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 suppressed.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
	• Participates in investigative efforts through meetings with law enforcement officers to identify intelligence requirements needed to support investigations and to report analytical findings.
	• Research 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 research, writing reports and delivering presentations.
	• Maintains the confidentiality and integrity of information and investigations coordinated, developed, and/or assisted by the Milwaukee Police Department.
	• Represents the Police Department interacting with counterparts throughout the law enforcement community.
	• Provides pertinent training to other Federal, State and local law enforcement strategic and intelligence personnel as needed.
	• Researches and reviews new automated analytical tools in support of law enforcement strategic analysis, investigative and intelligence activities.
	• 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.
	• Develops curriculum and provides training to Department members in intelligence lead policing strategies
	• Attends related training and conferences to expand job skills and assist in the development of professional contacts.
	• 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 of Police.

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 = **13**.

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 b. Outline methods c. Direct work in progress d. Check or inspect completed work	e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)
12	Crime Analysts	a-h

a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work	e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals 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)

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

i. **Education and Experience:**

Minimum of five years strategic 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 relational database development, 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.

Knowledge, Skills and Abilities:

Knowledge of and experience integrating criminal and law enforcement data with socio-demographic and geographic data for the purpose of understanding why, where and when criminal activity is taking place in relation to the community. Strategic analysis is linked with intelligence-led policing.

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 conduct research, 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.

ii. **Certifications, Licenses, Registrations:**

Certified Law Enforcement Instructor

Certified Structured Query Language Administrator

iii. **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:

☐	**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using fees 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.
☐	**Balancing:** Maintaining body equilibrium to prevent failing 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.
☒	**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.
☒	**Kneeling:** Bending legs at knee to come to a rest on knee or knees.
☐	**Crouching:** Bending the body downward and forward by bending leg and spine.
☐	**Crawling:** Moving about on hands and knees or hands and feet.
☒	**Reaching:** Extending Hand(s) and arm(s) in any direction.
☒	**Standing:** Particularly for sustained periods of time.
☒	**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
☐	**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.
☐	**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
☐	**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.
☒	**Fingering:** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
☒	**Grasping:** Applying pressure to an object with fingers and palm.
☐	**Feeling:** Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
☒	**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.
☒	**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.
☐	**Repetitive Motions:** Substantial movements (motions) of the wrist, hands, and/or fingers.
☒	**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:

☐	**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.
☒	**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.
☐	**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.
☐	**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.
☐	**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:

☒	**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 devises, assembly or fabrication of parts).
☐	**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.)
☐	**Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars; trucks, forklifts, cranes, and high lift equipment.
☐	**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:

☒	**None:** The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
☐	**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.)
☐	**The worker is subject to outside environmental conditions:** No effective protection from weather.
☐	**The worker is subject to extreme cold:** Temperatures below 32 degrees for period of more than one hour.
☐	**The worker is subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
☐	**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.
☐	**The worker is subject to vibration:** Exposure to oscillating movements of the extremities or whole body.
☐	**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.
☐	**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.
☐	**The worker is subject to oil:** There is air and/or skin exposure to oils and other cutting fluids.
☐	**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:

☒ Camera and photographic equipment	☒ Office Equipment (desk, chair, telephone, etc.)
☐ Cleaning supplies	☒ Office supplies (pens, staplers, pencils, etc.)
☐ Commercial vehicle	☐ Packing materials (boxes, shrink wrap, etc.)

☒ Data processing equipment ☐ Handcart	☒ PC equipment (monitor, keyboard, printer, etc.) ☒ PC software
☐ Hand tools ***(please list):***	
☐ Office Machines ***(check all that apply):*** ☐ Copier ☐ Facsimile ☐ Calculator ☐ Cash register	
☐ Other ***(please list):***	

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