



Fire and Police Commission

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Memorandum

To: Board of Fire and Police Commissioners

From: Leon W. Todd
Executive Director

Date: May 19, 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 May 20, 2021.

1. Staff Vacancies within the FPC Departments

There are currently seven vacancies within FPC.¹ The following recent efforts have been taken to fill staff vacancies:

Testing, Hiring, and Recruiting

Staffing Services Manager. This position has been filled by La’Neka Horton by way of a temporary appointment since January 2021. I am pleased to report that Ms. Horton has now been hired to fill the position of Staffing Services Manager on a permanent basis. Ms. Horton will be a great addition to our regular staff and the leadership team. She has a Bachelor’s Degree in Business Management, as well as a Master’s Degree in Management from Cardinal Stritch University. Ms. Horton also bring a wealth of hands-on human resource and staffing experience, as well as managerial knowledge. Among other relevant experience, Ms. Horton was previously employed with the Village of Bayside as an Assistant Village Manager and with the Department of Neighborhood Services as a Personnel Officer. In addition, she previously worked for the FPC in the positions of Recruiter and Human Resources Representative.

Test Administration Coordinators. An initial round of interviews for this position was previously conducted. Unfortunately, the three top candidates declined offers of employment. The Staffing Services Manager therefore plans to interview additional candidates, which are being referred to us by the Department of Employee Relations (DER). She anticipates conducting these additional interview in the first half of June.

¹ This does not include the new Office of Emergency Communications.



Program Assistant II. An eligible list for this position has been generated by DER. The Staffing Services Manager has reviewed the candidates from that list and identified the top applicants. She plans to conduct interviews of those applicants during the first week of June.

Research

Research and Policy Analyst. An eligible list for this position has also been generated by DER. I plan to schedule interviews for this position during the first week in June.

Emergency Management

Program Assistant II. This position is currently in the process of being reclassified to a Program Analyst position at the request of Kyle Mirehouse, the Director of Emergency Management and Communications. The reclassification is currently pending with DER, which Mr. Mirehouse has provided with the job description and other relevant materials. Once the position is reclassified, it will be posted for candidates to apply.

Community Engagement

Community Outreach Coordinator. As previously reported, the former Community Outreach Coordinator, Ana Diaz, left the FPC in March. A request to fill this vacancies was recently approved by the Finance & Personnel Committee, and the position has now been posted for candidates to apply. The deadline for candidates to apply is June 8, 2021.

Audit

Auditor—2 vacancies. Audit Manager Mike Doherty and I previously conducted interviews for these positions in April. We have identified our top candidates, reference and background checks have been completed, and we are now awaiting approval of negotiated salary amounts. I am therefore hopeful that these two positions will be filled by mid-June.

II. Update on Departmental Operations

A. Testing, Hiring, and Recruiting

The Staffing Services Department is engaged in ongoing testing, hiring, and recruiting to fill positions within the Milwaukee Fire and Police Departments. The following is an updated schedule of the Department's recently completed and planned future activities (which dates may be subject to change, as necessary):

Dates	Fire Department	Police Department
April 24	Fire Cadet (PAT practice session)	
April 27	911 Operator (MMPI)	911 Operator (MMPI)
April 27-29		Police Officer (oral boards)

May 1	Fire Cadet (PAT practice session)	
May 3-7	911 Operator (medical & psych. evals.)	911 Operator (medical & psych. evals.)
May 4-5		Police Officer (background appeals)
May 8	Fire Cadet (PAT)	
May 10-14	911 Operator (medical & psych. evals.)	911 Operator (medical & psych. evals.)
May 13-15	Fire Recruit (CPAT orientation)	
May 13 & 16		Police Officer (PRT prep session)
May 17-20	911 Operator (psych. evals.)	911 Operator (psych. evals.)
May 27-29	Fire Recruit (CPAT orientation)	
June 7-11	Fire Recruit (medical evals.)	
June 10-12	Fire Recruit (CPAT trial)	
June 14-18		Police Officer (psych. evals.)
June 14-18		Police Officer (background appeals)
June 14	911 Operator (class begins)	911 Operated (class begins)
June 24-25		Police Officer (PRT)
July 1-2 & 7-6	Fire Cadet (medical evals.)	
July 2 & 16	Fire Recruit (CPAT)	
July 19-21		Police Officer (medical evals.)
July 26	Fire Recruit (class begins)	
August 2-4, & 6		CSO (medical evals.)

August 9	Fire Cadet (class begins)	
August 23		Police Officer (class begins)
September 7		CSO (class begins)

With respect to psychological evaluations and appeals of those evaluations, when I became Executive Director on December 30, 2020, the FPC did not have a current vendor in place to perform these services; the contract with the prior vendor, Ascend Talent Strategies, had previously expired. We therefore entered into a temporary contract for psychological evaluations with Corey & Stewart, a vendor that had been identified and used on a temporary basis by my predecessor. That temporary contract expires June 1, 2021.

In addition, we issued a request for proposal (RFP) seeking a new permanent vendor for psychological evaluations, as well as a separate vendor to provide a clinical psychologist to serve on the three-member panels for appeals of psychological evaluations. We have now identified new vendors for both those functions based on the responses to the RFP, and the Purchasing Department is currently in the process executing new contracts with those vendors. The new vendor for psychological evaluations will be Psychological Dimensions LLC, and the vendor for psychological appeals will be Organization Development Consultants, Inc. (ODC).

B. Community Engagement

Again, Community Outreach Coordinator Ana Diaz has left the FPC. We are currently accepting applications to fill her position.

C. Emergency Management and Communications

Major projects within this department include establishing the new Office of Emergency Communications, consolidating the Police and Fire dispatch centers within a new, NextGen 911 system, and implementing the new Computer Aided Dispatch (CAD) system. This work is being done in conjunction with an Executive Steering Committee and Winbourne Consulting.

With respect to the Office of Emergency Communication, interviews have been conducted to fill four positions: Project Manager, Public Safety Systems Administrator (2 positions), and Geographic Information Analyst. One of the applicants for the Public Safety Systems Administrator position recently started on May 3, 2021. In addition, I have made conditional offers to the other top candidates for the remaining positions, which are contingent on the passing of background checks and the approval of the negotiated salary amounts by DER and the Chair of the Finance & Personnel Committee. We anticipate that the salary approvals and background checks will be completed soon for all the remaining positions.

Regarding the NextGen 911 system, as previously reported, the switchover took place in April 2021. Regarding the CAD update, this project is being managed by a Management Oversight Committee. The new system is scheduled to be operational in November 2021 and deployment is targeted to be completed by January 2022.

D. Investigations.

The Investigations Department currently has sixteen open citizen complaints which it is investigating. They have also submitted the necessary data to the Wisconsin Policy Forum, which will be preparing the Citizen Complaint Report covering the years 2019 and 2020.

E. Legal.

To date this year, there have been trials for six appellants who initiated disciplinary appeals. Additionally, five 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, one citizen complaint trial was dismissed for lack of jurisdiction due to a retirement. Currently, there are four scheduled disciplinary trials set for June, July, and August.

F. Audit.

Audit Manager Mike Doherty has created audit plans to review/audit citizen and internally 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. In addition, Mr. Doherty has completed the first review of MPD internally generated complaints, which covered the time period of January 1, 2020 to June 30, 2020. He has prepared a draft report regarding this review. Further, Mr. Doherty has begun the audit of no-action encounters from the third and fourth quarters of 2020.

The focus of the Audit Department going forward will be conducting audits regarding police stops and citizen and internally generated complaints. The current priority is filling the two auditor positions previously mentioned, to allow us to fully meet the auditing requirements of the *Collins* settlement agreement.

Lastly, Compliance Auditor Jack McNally is in the process of preparing and coordinating the FPC's proof submissions and report/comments regarding our progress in meeting the terms of the *Collins* settlement agreement for purposes of the third annual report, which will be issued by CJI in September 2021. The deadline to submit these materials to CJI is June 11, 2021.

LWT