



**BE A FORCE**

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

**Edward A. Flynn**  
Chief of Police

(414) 935-7200

November 15, 2011

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

RE: RECLASSIFICATION REQUEST

Dear Commissioners:

Attached is the job description for Police Identification Supervisor (Pay Range 835) assigned to the Identification Section, Integrated Justice Services Division. The Department is authorized six positions of Police Identification Supervisor. I am requesting that these positions be studied for reclassification.

Of the six positions, four are currently filled with Police Identification Supervisors. I am requesting one of the remaining vacant positions immediately be reclassified to Police Lieutenant and the other vacant position be reclassified to a civilian position to serve as Commanding Officer of the Central Records Division. The remaining four (4) positions filled by Police Identification Supervisors will be reclassified through attrition to Police Lieutenant.

Police Identification Supervisors currently perform some of the tasks of Police Lieutenants. If these positions are reclassified to Police Lieutenant, the Department will be able to expand their duties and responsibilities, have more flexibility in reassigning them and provide a career track above Police Identification Supervisor. The reclassification will bring them in line with the sworn police rank structure.

The Commanding Officer of the Central Records Division has traditionally been a Captain of Police. A review of the duties and responsibilities of this position indicates that it is not necessary for a person with police powers to perform the duties of this position. Attached is a job description for the position of Captain of Police previously assigned to the Central Records Division.

Accordingly, I request that this reclassification request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this reclassification review process.

Sincerely,



EDWARD A. FLYNN  
CHIEF OF POLICE

Attachments

EAF:vw

STANDARD (2)  
**JOB DESCRIPTION**

Vacancy No. 4384

City Service Commission	Finance Committee
Fire & Police Commission	Common Council

Instructions: Complete all sections except number 11 and Submit 3 copies.  
After Action Copies to: Employee Relations (1), Department (1), Incumbent (1)

1. Incumbent	FIRST NAME	INITIAL	LAST NAME	2. Date Prepared	MO.	DAY	YR.
3. Position Filled	MO.	DAY	YR.	4. Previous Incumbent	FIRST NAME	LAST NAME	
5. Department	POLICE		Bureau Division IDENTIFICATION	Unit			
6. Work Location	Room 305, Police Administration Building		Telephone No. 935-7380	Schedule 4:00PM-12:00AM 12:00AM-8:00AM			
7. Title, Pay Range and Class Code	Present			POLICE IDENTIFICATION SUPERVISOR		Pay Range	Class Code
	Requested					831	2330

8. Represented? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>DO NOT COMPLETE THIS BLOCK</b>					
9. Bargaining Unit MPSO	11. RECOMMENDED TITLE AND PAY RANGE:			Same as Present <input checked="" type="checkbox"/>	Change (Explain Below) <input type="checkbox"/>	Date 9/23/05
10. FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	 Compensation Services Manager					

12. BASIC FUNCTION OF POSITION:  
To serve as a shift commander of the Identification Division, including instructing and supervising Division personnel involved in scientific criminal identification at crime scenes, the office laboratory and the photo lab.

13. DESCRIPTION OF JOB: (Describe the specific duties and responsibilities of the job as accurately and completely as possible. Use additional sheet if necessary.)

A. DUTIES AND RESPONSIBILITIES: (Break job into component parts as you would describe it to the incumbent. Indicate the approximate percentage of time devoted to each major task or group of related tasks. List the most important duties and responsibilities first. Include responsibilities related to employee safety and affirmative action goals for management positions.)

% Supervise and provide guidance in the technical aspects of forensics identification work performed by technicians and police officers, including work to be done and recommendations for possible techniques to be used.

Investigate and resolve problems and concerns relating to prisoner processing in coordination with LUCAD supervisors and ensure accurate, complete and timely processing of prisoner identification.

Administer all scheduling, bookkeeping and recording functions of shift personnel. Establish and maintain minimum daily staffing levels, as well as keeping track of off days, vacation days, sick days, etc.

Scheduling and monitoring squad assignments to the Technical Evidence Vans and Mobile Photographic Units, including monitoring dispatch of these units and providing street supervision to assure their efficient use.

Review on a daily basis all written reports and work products of Division personnel (except the Document Section) for their completeness, accuracy and attention to detail and route the same to proper destinations.

3. Description of Job (Continued)

Maintain close scrutiny of all entries made by personnel to the A.F.I.S. and IBM booking computers. Also investigate and rectify equipment breakdowns of computer systems and photo developing machines.

Act as a liaison between the Identification Division and other Divisions to ensure that "support functions" of the Division are provided in a timely and effective manner.

Ongoing research of forensics methods and technology and providing training to subordinate, in new techniques, as well as to re-enforce established practices.

Performs other related duties as assigned.

B. Name and Title of Immediate Supervisor..... James S. Ferrier, Captain of Police

C. SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.) General supervision received from the Captain of the Identification Division. The Police Identification Supervisor uses his/her own discretion and judgment, based on personal knowledge as an expert in the field of identification, in work methods employed and the assignment of personnel.

D. SUPERVISION EXERCISED:

15-18 Total number of employees for whom responsible, either directly or indirectly.

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 process; (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. Supervision includes a, b, c, d, e, g, n

Identification technicians	6-8
Police Officers	4
Clerk Typists II	2-3
Police Aides	3

E. QUALIFICATIONS REQUIRED: (Indicate the more important qualifications required for filling a vacancy — such as education, experience, knowledge, skills, and abilities, including specific physical abilities.) State certification as a law enforcement officer. Must be recognized by State and Federal Criminal Courts as an expert in the field of forensics, including fingerprint, handwriting and typewriting identification. Related associate's degree and membership in a professional forensic science organization is desirable. Must have the ability to supervise a large staff functioning on a shift basis and the processing of physical evidence at crime scenes. Must also have the ability to assist subordinates with work-related problems by giving expert advice in the latest techniques in the field of identification.

F. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or responsibility of the position, such as amount of budget or number and variety of items in warehouse or files, or special personality characteristics.) Must not only be recognized as an expert in the field of identification, but must also be able to exercise sound judgment in assigning work and assuring efficient operation of the Identification Division on the respective shift.

This position is charged with the preservation of public peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property, and the enforcement of laws of the State and the ordinances of the City.

G. I believe that the statements made above in describing this job are complete and accurate:

13. Description of Job (Continued)

%

Maintain close scrutiny of all entries made by personnel to the A.F.I.S. and IBM booking computers. Also investigate and rectify equipment breakdowns of computer systems and photo developing machines.

Act as a liaison between the Identification Division and other Divisions to ensure that "support functions" of the Division are provided in a timely and effective manner.

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G. I believe that the statements made above in describing this job are complete and accurate:

# 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: 10/03/11	2. Present Incumbent: New Position	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: Police		Bureau: Administration Division: Central Records	Unit: Section:	
6. Work Location: 2333 N. 49 <sup>th</sup> Street		Telephone: 935-7565 Email:	Work Schedule: Hours: / Days: M-F	
7. Represented by a Union? YES	8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT	
10.	Official Title: Police Identification Supervisor	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):	835	2330	
	Requested Title (if applicable): MPD Records Manager	007		
	Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

### 11. BASIC FUNCTION OF POSITION:

Exercises management control over the Central Records Division, Open Records and Records Management Sections. This position directs, manages, monitors, coordinates and evaluates the overall functions of police records/records management systems and the duties and work tasks of police and civilian personnel assigned.

### 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
40	Assumes management responsibility for the services and activities of the division and shall be strictly responsible for the discipline, good order and efficiency of the police and civilian personnel under his/her command.
30	Responsible for maintaining, processing and release of traffic accident and incident/offense reports, imaging, the automated reporting system and the retention/destruction of police records. Ensures compliance with applicable rules and regulations, local state and federal laws related to police records requests and law enforcement records.
5	Attend mandated staff meetings and functions, professional group meetings, committee meetings and other meetings or quorums as may be directed by proper authority. Maintains awareness of new trends and developments in the field of records management.
5	Perform such other duties and have such other responsibilities as may be properly directed from time to time by proper authority
5	Prepare such written reports as may be necessary, pursuant to the duties and responsibilities of his/her office.
5	Responsible for the division's annual operating budget, submits budget recommendations, monitors and control expenditures.
5	Serves as Departmental Custodian of Records.
5	Corresponds in person, writing or by phone when a request for records is received.



NOTE: Equivalent combinations of education and experience may also be considered.

ii. Knowledge, Skills and Abilities:

Knowledge of operational characteristics, services and activities of the Tiburon Records Management System.

Knowledge of police records retention.

Knowledge of Department procedures, policies, organization and operations.

Knowledge of use and application of basic law enforcement terminology.

Knowledge of Uniform Crime Reporting and National Based Incident Reporting (NIBRS).

Knowledge of business letter writing and basic report preparation.

Knowledge of office procedures, methods and equipment including computers and applicable software applications.

Ability to adapt to changing technologies and learning functionality of new equipment and systems.  
Ability to manage, coordinate and direct the day-to-day activities of a law enforcement central records division.

Ability to supervise, organize and review the work of police and civilian personnel and enforce discipline.

Ability to apply applicable codes and regulations to records management.

Ability to work cooperatively with other departments, city officials and outside agencies.

Ability to work in a team based environment to achieve common goals.

Ability to manage a budget and track expenditures.

Ability to communicate effectively, orally and in writing.

Ability to prepare clear and concise reports.

Ability to develop goals and objectives.

Ability to plan and organize work to meet changing priorities and deadlines.

iii.

iv. Certifications, Licenses, Registrations:

Possession of a valid Wisconsin drivers license.

TIME System certified

v. Other Requirements:

### 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"/>	<b>Climbing:</b> 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"/>	<b>Balancing:</b> 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 type="checkbox"/>	<b>Stooping:</b> 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 type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.

<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	<b>Pushing:</b> 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"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> 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 type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> 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"/>	<b>Talking:</b> 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 type="checkbox"/>	<b>Hearing:</b> 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 checked="" type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> 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 checked="" type="checkbox"/>	<b>Sedentary Work:</b> 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 type="checkbox"/>	<b>Light Work:</b> 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"/>	<b>Medium Work:</b> 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"/>	<b>Heavy Work:</b> 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"/>	<b>Very Heavy Work:</b> 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"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> 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).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> 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"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> 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:** 0%

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> 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"/>	<b>The worker is subject to atmospheric conditions:</b> 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"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**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 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 checked="" type="checkbox"/> Office Machines ( <i>check all that apply</i> ): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" 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.)

This position is responsible for the development, planning, budget management, administration and operational direction of the Police Department's record keeping functions. The incumbent plans, directs, manages, monitors, coordinates and evaluates the work of Central Records Division staff. The incumbent is responsible for accomplishing bureau objectives and goals within established guidelines.

**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*