

CRIME AND INTELLIGENCE MANAGER

CRIME AND INTELLIGENCE SPECIALIST

Recruitment #1509-5010-001

List Type Exempt
Requesting Department Milwaukee Police Department
Open Date 10/14/2015
Filing Deadline 11/3/2015 11:59:00 PM
HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

PURPOSE

The Crime & Intelligence Manager provides analytical support to ongoing investigations and assist in the production of analytic products for presentation in law enforcement and community-based forums.

ESSENTIAL FUNCTIONS

- 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 development and training of Crime Analysts.
- 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.
- Assists law enforcement officers at crime scenes and during the execution of search warrants in the identification and collection of notes, files, records, and other items to be analyzed and/or used for intelligence purposes, and the development of intelligence lead case management.
- Develops curriculum and provides training to department members in intelligence lead policing strategies.
- Provides training to other Federal, State, and local law enforcement intelligence personnel.
- Works in partnership with associated Federal, State and local agencies, analysts, and investigators to facilitate information sharing in accordance with national Crime Intelligence Sharing plan.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in Criminal Justice, Information Management Systems, Computer Science, or closely related field from an accredited college or university.
 - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your

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online application. Applications without transcripts attached will be considered incomplete and will be rejected.

- *Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*
2. **Four** years of strategic analysis and criminal intelligence analytical experience.
 3. A minimum of **three** years of work experience with relational database development, management, and data mining.
 - *NOTE: Equivalent combinations of education and experience may also be considered. A candidate may underfill at a lower level until the minimum qualifications are met.*
 4. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Certified Law Enforcement Instructor
- Certified Structured Query Language Administrator
- Law enforcement experience
- Instructor and presentation experience in the field of criminal intelligence

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of intelligence techniques, operations, and analytical projects involving interrelated subject areas.
- Knowledge of computer systems in order to conduct research and analyze data.
- Knowledge of management principles and practices.
- Ability to communicate orally to effectively present findings to command level officers and other local, State and Federal law enforcement officials.
- Ability to communicate in writing to effectively prepare findings and create reports for command level officers and other local, State and Federal law enforcement officials.
- Ability to manage and supervise others.
- Ability to present research findings in a concise and well-organized manner.
- Ability to effectively represent the Police Department when interacting with counterparts throughout the Intelligence and law enforcement communities.

CURRENT SALARY

The current starting salary (1FX) is \$62,338 for residents of the City of Milwaukee, appointment above the minimum is possible up to \$77,297 with approval. The annual starting salary is \$60,809 for non-Milwaukee residents, with appointment above the minimum possible up to \$75,401.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **November 3, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified

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of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

ADDITIONAL INFORMATION:

Application Procedure:

- Applications can be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than November 5, 2015.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.
- For additional information about the position, please contact Vanessa Armstrong, Human Resources Analyst Senior, by email: varmst@milwaukee.gov or phone: (414) 935-7542.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves