

FIRE AND POLICE COMMISSION EXECUTIVE DIRECTOR

Recruitment #1411-5564-001

List Type Exempt

Requesting Department FIRE AND POLICE COMMISSION

Open Date 11/7/2014 11:59:00 PM

Filing Deadline 11/28/2014 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE AND IS PART OF THE MAYOR'S CABINET.

ABOUT THE MILWAUKEE FIRE AND POLICE COMMISSION

The Fire and Police Commission (FPC) was established in 1885 by state law and is one of the oldest police oversight agencies in the nation. The Commission's authority and responsibility are set forth in Wisconsin Statute Section 62.50, the Milwaukee City Charter Chapter 22.10, and the Milwaukee Code of Ordinances Chapter 314. The seven citizen board members are appointed by the Mayor of Milwaukee and approved by the Common Council.

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The mission of the FPC is to ensure that the Fire and Police Departments are prepared to protect the lives and property of the citizens of the City of Milwaukee by monitoring the quality and effectiveness of Fire and Police Department policies, practices, and outcomes. Specific functions of the Commission include:

- establishing recruitment and testing standards for positions in the Fire and Police Departments and appointing all employees of the two public safety departments;
- hearing appeals by members of either department who have been disciplined by their Chief;
- independently investigating and monitoring citizen complaints; and
- disciplining employees for misconduct.

Over the years, the FPC has utilized numerous strategies to provide effective public safety services to the residents of Milwaukee. These strategies include performing policy review and analysis concerning fire and police services, streamlining and expanding a mediation program to expedite the complaint process and increase citizen confidence, monitoring and auditing complaints and investigations conducted by the Fire and Police Departments, and developing a community relations plan to enhance communications with the public.

The Milwaukee Fire and Police Commission is a member of the National Association for Civilian Oversight of Law Enforcement (NACOLE) and has adopted its Code of Ethics. For more information, visit www.milwaukee.gov/fpc.

ABOUT MILWAUKEE

Located on the western shore of Lake Michigan, Milwaukee — “City of Festivals” — has old world charm and a rich cultural life. Home to 600,000, Milwaukee has a diversified economy built on industrial, financial, high-tech, and service sector jobs. Milwaukee is the major medical, financial, and educational center for the State of Wisconsin and offers an array of arts, entertainment, sports, and recreational opportunities to meet every taste.

PURPOSE

The Fire and Police Commission (FPC) Executive Director provides leadership, guidance, and coordination in public safety matters as a member of the Mayor’s cabinet and as chief administrator of the functions performed by the citizen Board of Fire and Police Commissioners. The FPC Executive Director is responsible for all policy, financial, operational, and strategic matters of the Fire and Police Commission.

ESSENTIAL FUNCTIONS

- Monitor daily operations of the fire and police departments, and provide administrative, policy, and operational leadership, guidance, and expert advice to the citizen board, mayor, police chief, fire chief, public officials, and community members.
- Provide guidance and direction to staff and professional consultants in the administration and execution of all recruitment, testing, and hiring functions and activities of the police and fire departments in accordance with applicable state statutes and FPC rules.
- Manage the citizen complaint program, audit police internal investigations, perform independent investigations of police misconduct, advise and direct internal affairs and commission investigators during investigations of misconduct, oversee the mediation of specified complaints, and determine the final disposition or referral for adjudication.
- Independently monitor and audit police investigations, and provide a 24/7/365 on-call field response for all officer-involved firearms discharges that involve death or bodily injury, in-custody death of a person, and other critical incidents and matters of public concern, and provide an independent investigation and public report of such incidents.
- Establish and maintain effective working relationships and serve as the point of contact and public information liaison for news media, community members, elected officials, and other diverse public and private agencies.
- Serve as chief administrator for the seven-person citizen board of fire and police commissioners. Guide board members and develop the board agenda in carrying out its statutory functions of overseeing and exercising final authority on all aspects of civilian oversight of the policies, discipline, organization, hiring and promotion, and daily operations of the police and fire departments.
- Provide legal review and analysis to identify issues and take proactive measures to minimize litigation in all aspects of personnel management, test development and examinations, hiring and promotions, disciplinary actions, and monitoring of the daily operations, policies, and training of the fire and police departments.

Fire and Police Commission Executive Director

- Oversee the disciplinary appeals process and quasi-judicial administrative hearings for all sworn and civilian employees.
- Manage the daily operations of the department, including budget development and administration, personnel management, and supervision of staff.
- Oversee the operations of the City of Milwaukee Office of Emergency Management and Homeland Security, including disaster preparedness and response. Provide oversight of Urban Areas Security Initiative (UASI) and other multi-million dollar federal grant allocations and expenditures.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in criminal justice, public administration, or a closely related field from an accredited college or university required. A Juris Doctor (J.D.) degree from an American Bar Association (ABA) approved law school highly desirable.
 2. Five years of increasingly responsible managerial experience in a civilian oversight, criminal justice, investigative, or legal setting performing work relating to this position.
 3. Experience working with multicultural/multiethnic communities and demonstrated success in bridging community and institutional concerns about fairness and justice issues.
 4. Valid Driver's License at time of appointment and throughout employment.
- Equivalent combinations of education and experience that provide the applicant with the knowledge, skills, and abilities required to perform the job will be considered.*

This non-civil service position is appointed by the Mayor and requires confirmation by the Milwaukee Common Council.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

KNOWLEDGE OF:

- Principles and practices of program planning, management, administration, and budgeting.
- Principles of criminal law, constitutional law, and law enforcement liability.
- Principles of law enforcement policy development and evaluation, training and instruction, and work performance assessments.
- Relevant employment laws, including discrimination and labor laws, relevant administrative rules, and effective disciplinary policies and procedures.
- Public records and open meetings laws.
- Methods and techniques of research, policy review, data analysis, and evaluation.
- Principles and practices in the intake and review of complaints and methods of complaint resolution.
- The capabilities of information technology to improve organizational effectiveness.

SKILL TO:

- Take responsibility for program/policy development, implementation, and monitoring activities.
- Establish long range objectives, strategies, and actions to achieve those objectives.
- Identify measures or indicators of system performance and the actions needed to improve or correct performance.

Fire and Police Commission Executive Director

- Oversee and monitor the investigation of sensitive matters in unionized public agencies.
- Express ideas clearly and confidently one-on-one and before groups, committees, and the media.
- Write effectively for a variety of audiences.
- Establish effective working relationships with diverse members of the public, colleagues, elected officials, and representatives of various agencies.
- Oversee the development and execution of community outreach plans.

ABILITY TO:

- Exercise strong executive level leadership and function successfully as a cabinet member in a challenging political, fiscal, and legal environment.
- Work independently, fairly, and objectively among opposing interests.
- Facilitate, mediate, and resolve complex and sensitive issues brought forth by concerned individuals.
- Define issues, analyze problems, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
- Plan, organize, set priorities, and exercise judgment within area of responsibility.
- Build a successful team through effective hiring, management, training, and coaching.
- Understand and interpret City rules, regulations, policies, and procedures and local, state, and federal legislation pertaining to areas of assigned responsibility.
- Serve the public with honesty and integrity.

CURRENT SALARY

The minimum appointment rate is \$103,841 annually for City of Milwaukee residents and \$101,294 for non-residents. Appointment above this rate is possible based on employment and salary history.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments. The City of Milwaukee reserves the right to consider only the most qualified candidates for this position. Additional information about the selection process will be shared with individuals invited to participate.

ADDITIONAL INFORMATION

BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes a defined benefit pension plan; 457 deferred compensation plan; health and dental insurance; long-term disability insurance; group life insurance; tuition reimbursement; and paid vacations, holidays, and sick leave.