

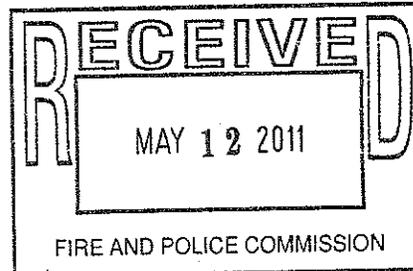


Police Department

Edward A. Flynn
Chief of Police

May 11, 2011

Alderman Robert G. Donovan, Chair
Public Safety Committee
City Hall, Room 205
200 East Wells Street
Milwaukee, WI 53202



Dear Alderman Donovan:

At the Public Safety Committee on Thursday, April 21, 2011, information was requested regarding the civilianization of positions within the Milwaukee Police Department. Since the early 1990's, the Milwaukee Police Department has been proactive in civilianizing positions, when they become vacant, that do not require law enforcement experience. The reclassifications are intended to reassign more police officers to street duty to deliver police services while being cost effective for the Department.

ADMINISTRATION BUREAU

Office of the Chief

A Captain of Police had traditionally been assigned to the Office of the Chief as the Chief's Adjunct. Further evaluation of this position, determined that a Captain was not required to serve in this position. The position was reclassified to the civilian position of Staff Assistant Senior in 1999.

Police Sergeants generally were assigned to the Office of the Chief as the Public Information Officer (PIO). The PIO, under the direction of the Chief, would perform a range of professional duties relating to public relations of the Department. In 1998, this position was civilianized to a Public Relations Manager position.

Human Resources Division

The Administration Lieutenant of Police (Health and Safety Coordinator) assigned to the Human Resources, Medical Section, is responsible for the implementation and administration of Department programs designed to enhance safety and reduce employee absenteeism. In 2010, this position was reclassified and civilianized to the position of Health and Safety Officer, as it is not necessary for a person with police powers to perform the duties associated with this position.

Facilities Services Section (Garage)

After reviewing the duties and responsibilities of the Police Sergeant position assigned to the garage area, it was determined that a qualified civilian manager could staff this position. The civilianization was completed in 2001.

Office of Police Information Systems

In the past, an Inspector of Police was assigned to the overall command of the Information Technology Division. In 2009, this position was reclassified to the Police Information Systems Director. The Police Information Systems Director is responsible for the services provided by the Central Records Division, Technical Communications Division, and the Information Technology Division.

Technical Communications Division

Over the past 20 years, the Department has gradually civilianized the dispatch operations process. The Police Alarm Operator position held by police officers was civilianized to Police Dispatcher in 1994. In accordance with the Pasko Lawsuit, filed by police officers regarding this position, when a current Police Alarm Operator position becomes vacant, it will be filled with a civilian dispatcher. At this time, there are six remaining police officers in the position of Police Alarm Operator. There are a total of 48 Police Dispatchers, with five vacancies.

Information Technology Division

In 1998, the Department recognized that the age of rapidly expanding and changing technologies required the services of highly skilled and professionally trained individuals to improve the delivery of police service. To accomplish this task, a vacant Captain of Police position was civilianized to Information Systems Manager.

Communications Maintenance Division

In 1994, the Department determined that the duties assigned to the Communication Maintenance Division do not require the services of a law enforcement member. An ongoing effort was initiated to civilianize the positions as they became vacant. The transition from sworn members to civilians is now complete. The previous positions of Communication Maintenance Manager, Police Electronic Technician Foreman, and Police Electrician have been reclassified to Communication Systems Manager, Electronic Technician Supervisor, and Electronic Technician.

In 2001, the vacant Chief Alarm Operator was reclassified to a Telecommunications Supervisor. The position required an individual with supervisory, technical, and dispatching experience, not law enforcement experience.

CRIMINAL INVESTIGATION BUREAU

Intelligence Fusion Center

Police Officers traditionally were assigned to prepare crime statistics for the Department. In 2008, the Department added the civilian position of Crime Intelligence Specialist to collect, collate, analyze, disseminate, and evaluate crime data. To assist the Crime Intelligence Specialist, two civilian positions of Crime Analyst were added in the 2009 budget.

Other avenues the Department have implemented in an effort to effectively manage and maximize employee resources is the creation of the Police Services Specialist (PSS) and Police Services Specialist-Investigator (PSSI) positions, and training Police Aides to become Bookers.

Police Services Specialist (PSS)

The Police Services Specialist is a full-time or half time civilian position available in the Milwaukee Police Department for law enforcement personnel that have retired from the department. The specific duties of the Police Services Specialist positions vary depending on the actual assignment. Assignments may include, but are not limited to, the Property Control Section, License Investigation Unit, and Facilities Services Division. Police Services Specialists also provide administrative and/or support duties in the district stations.

The Department is currently authorized to 18 half-time positions. The Department currently has 5 full time and 8 half-time Police Services Specialists.

Police Services Specialist Investigator (PSSI)

The Police Services Specialist Investigator positions were established in 2006 to relieve full-duty law enforcement officers engaged in indirect law enforcement activities, at work locations throughout the Department, by performing the duties associated with such activities. This position has proved to be invaluable to the Department. The essential functions of the position include, but are not limited to:

- Conduct Background investigations for police, fire, and civilian applicants.
- District Station Crime Analysis Officer – assist the Community Liaison Officer gathering data and analyzing crime trend. Assist in distributing crime prevention materials and coordinating block watches, community meetings, etc.
- Assist with residency investigations, civil litigation investigations and violations regarding attendance.
- Conduct follow-up investigations to include the following:
 - Forgery/white collar crime
 - License investigation unit
 - "Cold" criminal cases
 - Gold and Silver (pawn shops)

- Assist the City Attorney with record requests and litigations; to include responding to requests for information, assist with the research, compilation and dissemination of Milwaukee Police Department records as mandated by Wisconsin State Statutes pursuant to the Open Records Law, applicable Federal and State Supreme Court decisions and Milwaukee Police Department policy.
- Investigate Conceal Weapon Certification Program applicants.

The Department currently has 28 Police Services Specialist Investigator positions, 16 are full-time and 12 are part-time employees. In addition:

- The Department is currently authorized to fill 51 half-time positions, 4 of the half-time positions are grant funded for the Urban Areas Security Initiative Grant and is assigned to the Intelligence Fusion Center.
- To date, over 1,100 MPD background investigations have been completed.
- Since 2009, the MPD has been conducting background investigations for the Fire department; over 230 have been completed.

Police Aide Bookers

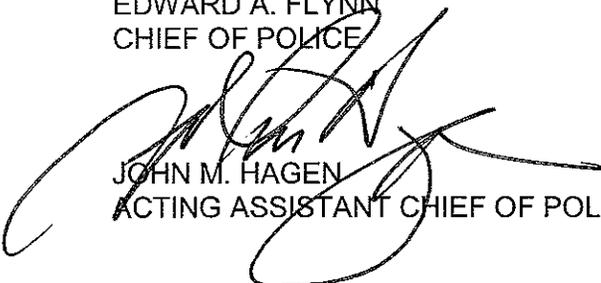
Police Aides attend a 4-week Temporary Holding Facilities Course to learn prisoner booker duties and responsibilities. The first training course was held in June 2008. The use of police aides as booker relieves full duty officers from this assignment. Since the first training course, 34 police aides have received booker training. Seventeen of the police aides trained are now police officers. Currently, 19 police aides are assigned to district stations in this function.

The Milwaukee Police Department continues to evaluate positions that may be performed by civilians. Currently, the Department is reviewing positions assigned to the Technical Communications Division to determine if civilianization is feasible. Additional positions that may be considered for a feasibility study are in the Identification Section, the Property Control Section, and the entire prisoner processing and booking operations.

Please contact Police Personnel Administrator Valarie Williams at 935-7110 if there are any questions.

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE



JOHN M. HAGEN
ACTING ASSISTANT CHIEF OF POLICE

EAF:JMH:rn
CC: Michael Tobin, Executive Director, FPC