



**BE A FORCE**

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

April 30, 2015

**Edward A. Flynn**  
Chief of Police

(414) 933-4444

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

RE: REQUEST FOR SENSITIVE CRIMES PROJECT COORDINATOR EXAMINATION/ELIGIBILITY LIST

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Sensitive Crimes Project Coordinator as soon as administratively possible. The Sensitive Crimes Project Coordinator, under the direction of the Captain of Police, is responsible for performing a full range of professional duties related to the Sex Offender Registration Program by monitoring, tracking, and verifying sex offender, registrations, addresses, and the employment status of over 2,000 sexual offenders residing in the City of Milwaukee.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Analyst-Senior Katrina Whittley at 935-7683.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

EAF:mx  
Attachment

# 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.

<b>1. Date Prepared/ Revised:</b> 04/20/2015	<b>2. Present Incumbent:</b>	<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
<b>3. Date Filled:</b> 12/12/2010	<b>4. Previous Incumbent:</b> Bai Xiong	If YES, indicate underfill title in box 10.		
<b>5. Department:</b> Police Department		<b>Bureau:</b> Specialized Investigations <b>Division:</b> Sensitive Crimes	<b>Unit:</b> <b>Section:</b>	
<b>6. Work Location:</b> Police Administration Building, 749 W. State St., Room 601		<b>Telephone:</b> (414) 935-7405 <b>Email:</b>	<b>Work Schedule:</b> Hours: 40 / Days: 5	
<b>7. Represented by a Union?</b> NO	<b>8. Bargaining Unit:</b> Management, General City If in District Council 48, chose a Local: None		<b>9. FLSA Status:</b> EXEMPT	
<b>10.</b>	<b>Official Title:</b> Sensitive Crimes Project Coordinator	<b>Pay Range</b> 2EX	<b>Job Code</b> 4357	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b>			
	<b>Requested Title (if applicable):</b>			
	<b>Recommended Title (DER Use Only):</b>	<b>Approved by:</b> _____ <b>Date:</b>		

### 11. BASIC FUNCTION OF POSITION:

The Sensitive Crimes Project Coordinator is a civilian position assigned to the Sensitive Crimes Division of the Milwaukee Police Department. Under the direction of a Police Lieutenant, this position is responsible for managing the Sex Offender Registration Program by monitoring, tracking and verifying sex offender registrations, addresses, employment, vehicle, and school of over 2,000 sexual offenders residing in the City of Milwaukee. The purpose of this position is to collect, analyze, evaluate and disseminate sex offender information to the public by utilizing mapping and other analytical software and identifying non-compliant offenders. The position serves as a program liaison to other multi-jurisdictional agencies and a subject matter expert for the department in relative to sex offender program management.

### 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%	<ul style="list-style-type: none"> <li>Manage the Sex Offender Registration Program by interviewing sex offenders, collect offender demographic profile data, photos, and fingerprints, and verify offender registrations through various databases to ensure offender compliance with the Sex Offender Registration laws.</li> <li>Develop system for data collection, monitor and maintain databases related to sex offender registration/verifications.</li> <li>Enforce the Sex Offender Residency Restriction Ordinance and identify non-compliant sexual offenders in violation of the ordinance.</li> <li>Collect, analyze, evaluate, and disseminate sex offender information to the public by utilizing mapping and other analytical/publishing software.</li> <li>Coordinate and attend monthly meetings with the Department of Corrections (DOC) and provide public community meetings regarding the releases of high-risk sexual offenders.</li> <li>Coordinate sex offender residence verification compliance checks.</li> <li>Provide training to the Sensitive Crimes Division management and staff on new program procedures, database applications, and program initiatives.</li> </ul>

% of Time	ESSENTIAL FUNCTION
	<ul style="list-style-type: none"> <li>• Train law enforcement personnel and the communities on sex offender laws and classifications.</li> <li>• Testify to legislative committees on the Sex Offender Program and its services.</li> <li>• Liaison to the Department of Corrections Probation &amp; Parole, the Sex Offender Registry, the District Attorney's Office, and the U.S. Marshals to identify sex offender registration and non-compliance issues, and increase interagency coordination and information sharing between agencies.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Manage the division's SharePoint intranet site. Develop, design and monitor the Sensitive Crimes Division SharePoint site to share information across divisions and bureaus.</li> <li>• Administer the division's SharePoint site to provide end-user support, setting security level permissions for authorized department users, and ensuring data integrity in the SharePoint site and various database applications including Access and FileMaker.</li> <li>• Develop case management system to track investigations and DNA evidence submissions to the Crime Lab.</li> <li>• Troubleshoot database applications to ensure quality and operating performances.</li> <li>• Provide quality assurance of data management for data accuracy.</li> <li>• Work with IT personnel to integrate programs and to install and upgrade software programs.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Provide crime analysis functions to assist in the investigative process on sexual assault, human trafficking, domestic violence and missing person's investigations.</li> <li>• Collect, analyze, and interpret crime information, statistical data, and reports received from various database platform, departments and law enforcement agencies.</li> <li>• Map metadata into Geographic Information Systems (GIS) or other mapping software.</li> <li>• Query writing and data mining to extract datasets from various database systems using Structured Query Language (SQL) programming.</li> <li>• Analyze datasets to identify crime patterns, crime trends and correlation of offender's locations and environments.</li> <li>• Produce and disseminate crime analysis charts, bulletins, and mapping of registered sexual offenders.</li> <li>• Prepare statistical reports detailing the analysis of sexual offenders that resides in the City of Milwaukee.</li> <li>• Conduct research analysis and evidence-based programs to improve crime analysis techniques.</li> </ul>
20%	<ul style="list-style-type: none"> <li>• Provide project management to command staff and monitor program projects and outcomes to evaluate program success and redesign systems for improvements in meeting specific goals and objectives.</li> <li>• Conduct program analysis of the Sex Offender Program and make recommendations to management.</li> <li>• Assist management in the development and implementation of new programs to improve efficiency and cost effectiveness in the Sensitive Crimes Division.</li> <li>• Research State and Federal sex offender laws, provide research analysis conducted on statewide sex offender issues, provide guidance and update city officials and other legislative staff on sex offender reform laws and programs.</li> </ul>
	•
	•
	•
	•
	•
	•

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•
	•
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Lieutenant Michele Graham

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Immediate supervisor reviews completed assignments and projects. Employee establishes own work priorities and independently manages various operative programs.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = 0.

**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 progress 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
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

Bachelor's Degree in Computer Science, Information Technology, Public Administration, Criminal Justice, Operations Research, Project Management or other related fields of study from an accredited college or university. Two years of experiences in relational databases, Microsoft Office Suites, and coordinating projects. Experience in technical writing, research methodology, and information technology desired.

ii. Knowledge, Skills and Abilities:

- Knowledge of Wisconsin State Statute's related to Chapter 948 Crimes against Children, Chapter 980 Sexually Violent Persons Law, State and Federal Sex Offender Registration laws.
- Knowledge of Microsoft Office Suites: Word, Excel, Access, PowerPoint, Publisher, and SharePoint, relational databases, imaging software, and file transfer programs.
- Knowledge of Geographic Information Systems (GIS) and other mapping software.
- Knowledge of database design, structure, and security.
- Knowledge of law enforcement computer systems (i.e. RMS, CAD).
- Knowledge of Project management and coordination concepts.
- Skill in analyzing and troubleshooting database applications.
- Skill in identifying problems and deficiencies in programs.
- Ability to interpret legislative laws, city ordinances, and administrative policies and procedures.
- Ability to collect, analyzes, and interprets data and statistics using quantitative and qualitative methodology.
- Ability to maintain and manage large-volume databases.
- Ability to create reports from databases, spreadsheets, and other applications.
- Ability to effectively present complex and detailed statistical reports.
- Ability to query information from law enforcement computer systems and navigate various screens and programs.
- Ability to establish effective working relationships with other partnered agencies and staff.
- Ability to effectively manage multiple priorities and exercise independent judgment and discretion in completing assigned tasks.
- Ability to communicate orally and in writing

to effectively prepare and present findings in a concise and well-organized manner to Command level officers, city officials, legislative staff, and other local, State and Federal law enforcement officials. •Ability to work with a multi-cultural, socio-economic, and diverse population of individuals. •Ability to remain calm in stressful situations. • Ability to work non-traditional hours to meet the needs of the department. •Ability to maintain the highest, strictest confidentiality due to the sensitive nature of work involving sex offenders.

iii. Certifications, Licenses, Registrations:

iv. Other Requirements:

Valid Driver's License. No misdemeanor or felony convictions.

**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 checked="" 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:** \_\_\_\_\_%

**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 checked="" 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.)

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

---

*Signature of Department Head or Designated Representative*