

About The Fire and Police Commission

The City of Milwaukee operates under a strong Mayor-Council form of government with a 15 member Common Council, elected by district.

The Mayor appoints a five-member civilian Board of **Fire and Police Commissioners (FPC)**, with the Aldermen having responsibility for the approval of these appointees. The Fire and Police Commission appoints the Police Chief and the Fire Chief and conducts their performance evaluations.

The Board of Fire and Police Commissioners, which was established in 1885, is the oldest civil service authority in Wisconsin, and the first such commission to be established by law in the United States.

The authority of the Fire and Police Commission stems from Wisconsin State Statutes and includes responsibility for reviewing all aspects of the operations of the Fire and Police Departments, including but not limited to, appointments, disciplinary matters, promotions, rules, standard operating procedures, and other procedures relating to the conduct of employees of the Fire and Police Departments.

Specifically the Board:

- Conducts a policy review of all aspects of the Police and Fire Departments
- Prescribes rules for the government of members of each department
- Prescribes general policies and standards for the Police and Fire Departments
- Adopts rules to govern the selection and appointment of positions on the police force and in the fire department
- Conducts disciplinary appeal hearings for sworn and civilian personnel as provided in the rules

- Conducts citizen complaint trials stemming from allegations of violations of rules or standard operating procedures by a members of either department.

In 2007 the Mayor and the Common Council strengthened the Fire and Police Commission's oversight authority and responsibilities over the Fire and Police Departments with additional legal, research, community outreach, and investigatory resources. The added resources are expected to create streamlined citizen complaint procedures, increased public access to critical information, and improved community relations.

For more information visit www.milwaukee.gov/fpc.



About Milwaukee

Milwaukee has old world charm and cultural and recreational facilities to meet virtually every taste. Metropolitan Milwaukee is ideally situated for outdoor enthusiasts. There are almost 15,000 acres of park land in the county alone, including several miles of lakefront access and hiking, jogging and biking trails.

Milwaukee features a world-class symphony orchestra and is home to several universities, renowned museums, a world-class zoo, an Olympic speed skating rink, six professional sports teams, and the world's largest summer music festival.

Milwaukee is a great place to work, to live and to raise a family.

Salary

The 2007 salary range is \$80,404 to \$112,570 per year. Appointment above the minimum may be possible.

Benefits

The City of Milwaukee provides a comprehensive benefit program which includes a defined benefit pension plan, 457 deferred compensation plan, health and dental insurance, long-term disability insurance, group life insurance, tuition benefits, paid vacation, holidays, sick leave and other leaves.

Selection Procedure

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments which should be detailed in a resume and cover letter. The City of Milwaukee reserves the right to consider only the most qualified candidates for this position.



Send or email resume and cover letter by April 23, 2007 to:

Timothy J. Keeley
Department of Employee Relations
Box FPC
Room 706, City Hall
200 East Wells St.
Milwaukee, WI 53202

Email: tkeele@milwaukee.gov

Website: www.milwaukee.gov/der

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

#07-045EX

Executive Director

Fire and Police Commission



MILWAUKEE, WI



Executive Director **Fire and Police Commission**

The FPC Executive Director serves as the executive secretary of the Board of Fire and Police Commissioners. Under the direction of the Board, the Executive Director acts as the principal staff of the Board in exercising the board's functions and powers as provided in section 62.50 of the Wisconsin State Statutes. The Executive Director provides administrative, policy and operational leadership to the staff of the Fire and Police Commission and serves as a member of the Mayor's Cabinet.

General Duties and Responsibilities

- Anticipate issues and priorities requiring Commission attention, prepare agendas, and organize meetings. Take responsibility for all necessary follow-through in a timely manner; keep accurate records of items discussed, decisions made, and actions to be completed, and be proactive in keeping all outstanding items on track.
- Establish and maintain effective working relationships with diverse groups and individuals, including elected officials and managers, representatives of other governmental, public and private sector groups, the community and media.
- Design and implement a model to conduct, track, and monitor investigations of citizen complaints filed with the Fire and Police Commission. Monitor the status and resolution of citizen complaint investigations performed by the Police and Fire Departments. Ensure all investigations are thorough, objective, and completed in a timely manner.
- Provide leadership and guidance in support of audits of internal investigations within the Police and Fire Departments in accordance with state statutes, the Milwaukee Code of Ordinances, Fire and Police Commission rules, and other relevant regulations.
- Serve as liaison between the Board of Fire and Police Commissioners and public and elected officials and other government agencies in relation to matters under the Board's authority and jurisdiction.
- Work with Commission staff to identify and research problem areas within the Police and Fire Departments, evaluate appropriate courses of action, and recommend best practices to address issues, prevent future complaints, and improve performance.
- Assist the Board in developing its agenda on policy matters.
- Oversee the preparation of periodic reports summarizing the nature, frequency and resolution of citizen complaints and other performance indicators.
- Conduct public outreach to educate the community on the role of the Fire and Police Commission and the Commission's role in monitoring and evaluating the policies and practices of the Police and Fire Departments, including the various processes and procedures related to complaint investigations.
- Meet regularly with community leaders, public officials, and professional organizations to build trust within the community and periodically issue public surveys to determine the effectiveness of the Commission and gauge public perception.
- Direct the operations of the Commission staff, monitor efficiency and effectiveness through performance management, establish office priorities and procedures, and administer the annual budget.

Qualifications and Experience

1. Bachelor's Degree in criminal justice, public administration or closely related field from an accredited college or university. A Juris Doctorate degree or a Master's degree in criminal justice, public administration or a closely related field is highly desirable.
2. Five years of increasingly responsible managerial experience in a criminal justice, investigative organization, or legal setting performing or overseeing work related to this position.
Note: Equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job will be considered.
3. Experience working with multicultural/ethnic communities and demonstrated success in bridging community and institutional concerns about fairness and justice issues.
4. City of Milwaukee residency within six months of appointment and throughout employment.
5. Valid Driver's License at time of appointment and throughout employment.



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

Other Qualifications

Knowledge of:

- Principles and practices of program planning, management, and administration.
- 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.

Skill to:

- Take responsibility for program/policy development, implementation and monitoring activities.
- Establish long range objectives, strategies and actions to achieve those objectives.
- Oversee and monitor the investigation of sensitive matters in unionized, public agencies.
- Communicate effectively orally and in writing to a variety of audiences.
- Identify measures or indicators of system performance and the actions needed to improve or correct performance.

Ability to:

- Work independently, fairly and objectively in an environment with opposing interests.
- Define issues, analyze problems, evaluate alternatives and develop sound conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise judgment within area of responsibility.
- Use tact and diplomacy in dealing with sensitive situations and concerned individuals including but not limited to citizens, elected and appointed officials, community organizations, and others.
- Understand and interpret City rules, regulations, policies and procedures and local, state, and federal legislation pertaining to areas of assigned responsibility.