

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

VACANT

Work Phone: 266-4950

2. Class Title (i.e. payroll title):

Police Reform and Innovation Director

3. Working Title (if any):

Police Reform and Innovation Director

4. Name & Class of First-Line Supervisor:

Chief of Police Shon F. Barnes

Work Phone: 266-4076

5. Department, Division & Section:

Police Department

6. Work Address:

211 South Carroll Street
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 0800 End time: 1630

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

The Police Reform and Innovation Director plays a critical role in implementing projects and services aimed at police reform, coordinating data analysis, expediting information services delivery, and enhancing efficiencies throughout the organization. The Police Reform and Innovation Director will provide administrative support to the Chief of Police and will supervise and support a majority of our non-commissioned staff. The Director supervises all crime analyst positions within the police department and is responsible for the strategic development of data collection, intelligence and records systems, ~~data~~, intelligence and GIS analytics, multi-agency partnerships to support collaborative problem solving and neighborhood-orientated policing, and systems to promote efficient resource management and utilization. This position assists in the development of annual strategic plans for the police department and individual police districts and forms regular monitoring performance outcomes for these plans to include oversight of organizational and community qualitative surveys needed to measure overall effectiveness. This position is responsible for completing an annual patrol staffing analysis and report. This position supervises the

Police Records Manager and has oversight of the management of the entire Records Section to include the planning, development and implementation of the City of Madison Police Department Records Section programs and services, and the City of Madison Police Department Technology Section programs and services. This work requires a high degree of knowledge, judgment, and initiative in coordinating and overseeing a comprehensive records management system and several technology solutions in accordance with department policies, city ordinances, and state/federal laws. Work involves substantial project leadership and oversight; knowledge of network security within law enforcement organizations; coordinating work in conjunction with department personnel, City IT resources, vendors, consultants, Municipal Court personnel, the District Attorney's office and other consortium law enforcement agencies. This position may supervise both civilian and commissioned personnel. Under the direct supervision of the Chief of Police, this position functions as an executive member of the Police Management Team and provides consultation at all levels of the organization while exercising a high level of independent judgment and discretion. This is the highest command-level civilian position within the police department and equivalent to a commissioned Assistant Chief of Police.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Oversight of the management of the operations of the Records Section and Technology Section within the Police Department
 - 1. Oversight of the Police Records Section Manager and the management of the Police Records Section to include all police records, crime analysis, information system functions and MPD's Information Management and Technology Team.
 - 2. Management of all technology long-term planning for the department.
 - 3. Serving as the main MPD coordinator and liaison to City IT.
 - 4. Works closely with all facets of IT development to include identifying emerging needs, and assist the Records Manager with addressing various data management issues related to police records, technology and workload management systems.
 - 5. Provide leadership and support for the sections.
 - 30% B. Promoting the full development and utilization of crime analysis and best practices in Problem-Orientated Policing which directly supports the Stratified Policing Model
 - 1. Develops, manages, and directs the operations of the crime analysis functions of the Police Department to ensure effective and accurate reporting and communication to internal and external customers.
 - 2. Coordinates and applies appropriate research methodologies to collect, analyze, and evaluate data to make oral and written conclusions/recommendations/presentations to Police and other staff on policing strategies, initiative/program evaluations, staffing and workload analyses and annexation/attachment assessments.
 - 3. Promotes the full development and utilization of crime analysis and best practices in problem-oriented policing and within the stratified policing structure.
 - 4. Establishing and maintaining research, development, and evaluation partnerships to enhance safety and create leading strategies for addressing complex community problems of crime and disorder.
 - 5. Maintains data sets for the purposes understanding racial disparities in Madison Police practices.

- 15% C. Developing workload efficiency systems to ensure optimal organizational performance
 - 1. Develops processes and systems, and works with existing processes and systems to routinely evaluate with executive police leadership known workload impacts, staffing utilization and needs.
 - 2. Maintains familiarity with updated software systems and reporting processes to successfully measure and manage workload and performance.
- 15% D. Assist in the development, management and outcome monitoring of strategic plans for the police department
 - 1. Works with the Chief of Police and senior executive staff to develop and evaluate plans to guide organizational operations and performance.
 - 2. Responsible for the overall strategic management of the City of Madison's Performance Excellence and Results Madison.
- 5% E. Research and program development/evaluation liaison to community partners, colleges and universities
 - 1. Establishes and maintains research, development, and evaluation partnerships with area colleges and universities to enhance safety, address crime trends and to create leading strategies for addressing complex community problems requiring police assistance or intervention.
- 5% F. Miscellaneous
 - 1. Attend and participate in regular Chief's, Management Team and Support Team meetings.
 - 2. Perform related work as required.
 - 3. Attend meetings outside of regular work hours and represent the department at a variety of City committees and groups as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of crime and data analysis, data analytics and the application of related analysis and reasoning to enhance departmental problem-solving, neighborhood oriented policing and violence prevention efforts. Ability to communicate and collaborate with a diverse workforce and community to focus attention on data to develop strategic plans, improve workload efficiency, achieve optimal organizational performance, create new strategies for exemplary policing, pursue innovative police reform, and reduce disparities. Thorough knowledge of records management considerations (automated and hard copy) incorporating related computer systems and software. Thorough knowledge of current technologies used in crime analysis and managing a large number of diverse records systems. Thorough knowledge of law enforcement reporting procedures, crime analysis, problem solving, and stratified policing ~~and neighborhood policing~~. Thorough knowledge of related confidentiality standards and the application of the Wisconsin Public Records statutes. Thorough knowledge of general office procedures and supervisory principles and practices. Ability to oversee and manage a diverse staff, both directly and through subordinate managers and supervisors. Ability to hire, train, assign, evaluate and discipline employees. Ability to develop and justify budgetary requests and control budget expenditures. Ability to effectively coordinate and provide leadership to diverse teams and organizational improvement efforts. Ability to establish and maintain effective working relationships with co-workers, other city agencies, other law enforcement agencies, vendors, the public and others. Ability to develop, administer, and monitor policies and administrative procedures applicable to Police Department programs. Ability to communicate effectively both orally and in writing. Ability to exercise independent judgment and discretion with confidential and sensitive information. Ability to prioritize and manage strategic plans and complex workloads. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to effectively recommend and implement improvements in technology within the department. Ability to work independently; to perform multiple, unrelated duties at the same time, and to organize work effectively and efficiently. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to learn, use and navigate a variety of software programs.

14. Required licenses and/or registration:

Must successfully complete advanced Public Records training within the first two years of employment.

15. Physical requirements:

Ability to meet the transportation and mobility requirements of this position.
Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time under varied and occasionally stressful situations.

16. Supervision received (level and type):

Work is performed under the general supervision of the Chief of Police.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.