

COUNTY OF MILWAUKEE
Inter-Office Communication

File # 25-363

Date: May 2, 2025

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Tricia M. Carlson, Inspector, Milwaukee County Sheriff's Office

Subject: MCSO requests to abolish 1.0 FTE Deputy Sheriff Captain (Pay Grade NR31E) in the Milwaukee County Sheriff's Office and create 1.0 FTE Business Intelligence Analyst-Crime Analyst (Pay Grade NR 27) in 4052 Milwaukee County Sheriff's Office-Investigative Services Bureau.

File Type: Action Report

REQUEST

MCSO requests to abolish 1.0 FTE Deputy Sheriff Captain (Pay Grade NR31E) in the Milwaukee County Sheriff's Office and create 1.0 FTE Business Intelligence Analyst-Crime Analyst (Pay Grade NR27) in 4052 Milwaukee County Sheriff's Office-Investigative Services Bureau.

POLICY

The maximum number of positions and/or the maximum number of employee hours in each classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

The operation of this position falls within the Milwaukee County Sheriff's Office Investigative Services Bureau.

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	Adopted

BACKGROUND

Historically (2015) the Milwaukee County Sheriff's Office Analytics Division consisted of (3) deputy sheriffs and (1) correctional officer. In 2017, the deputy sheriffs were reassigned due to staffing shortages and never replaced. The analytics Division currently consists of (1) Business Intelligence Analyst (Crime Analyst) and (1) Data Analyst to handle an extensive number of responsibilities, requests for data, dashboard creation and mandated reporting to the State of Wisconsin. These positions are being requested to perform specialized duties at an exceptional degree of competence which is essential for the analysis of Law Enforcement intelligence in accordance with best practices allowing the agency to make more efficient and effective operational decisions. The Milwaukee County

Sheriff's Office Analytics Division currently shares valuable data dashboards with the following partners:

- CJC-Safety and Justice Challenge
- Institute for State and Local Government
- DHHS, DAS, County Board, Corporation Counsel, CRC, Milwaukee County Courts, Wellpath, Milwaukee County Office of Strategic Budget and Performance,
- Medical College of Wisconsin, UJIMA, Office of Community Wellness & Safety, Law Enforcement partners, Credible Messengers, Suicide, Homicide and Overdose review committees, VR Phast, Legal Aid Society, Atty Andrew Jones of Hansen Reynolds, ACLU of Wisconsin, Marquette CJDA Program, DOJ-BJS, Literary Services of WI.

The Analyst's job responsibilities consist of the following:

- Collect, compile and analyze intelligence pertaining to criminal activity and using this data allows us to streamline agency operations to best serve the community.
- Complete all of the following annual survey's: LEMAS, JJDPA, SSV, PREA, FBI, DOJ, Criminal Justice, Colleges, State of Wisconsin, Research groups.
- Train all new staff in all classifications in the use of Pro Phoenix (Our agencies reporting system) Conduct training academy Inservice of these systems to keep current staff up to date on the Department of Justice reporting changes.
- Analyze Jail Intelligence data allowing us to assist with occupant programming and analyze staffing needs.
- Serve as a liaison between the Milwaukee Police Department's Fusion center and surrounding municipalities. Streamlining all data requests.
- Assists in operational oversight with ICS.
- Assists with all internal/external camera system requests.
- Monthly submissions of Use of Force and Arrest Data (UFAD) and National Incident Base Reporting System (NIBRS) to the State of Wisconsin. The state requires that agencies clear NIBRS checks in every incident reported. This requires regular quality assurance checks performed on all incidents being reported.
- Works closely with the Court liaisons to effectively submit e-referrals (Criminal cases).
- Assists in the oversight and accuracy of agency evidence/property management.
- Manages internal personnel access to a large number of MCSO systems.
- The building of agency data dashboards to be shared with partners.
- Analysts review compiled data and determine proper placement of agency resources to assist in crime prevention.
- Monitor and assess the internal data bases (WEBFOCUS and PowerBI) used to gather the agencies activity.
- Handles agency fiscal requests for budget information.
- Assists in creating READYOP documents and Q&A in Phoenix
- Works closely with IMSD in the testing of internal systems.
- Monitors Situational Awareness Advisories to ensure immediate notification.
- Assists in BOLO creation and distribution.

- Disseminates critical information to deputies: Missing/Wanted persons, create training bulletins, alerts.
- Identify crime patterns, trends and threats.
- Assist detectives with investigations and providing potential leads.
- Create data charts, graphs and tables.

FISCAL EFFECT

MCSO requests to abolish 1.0 FTE Deputy Sheriff Captain (Pay Grade NR31E) in the Milwaukee County Sheriff's Office and create 1.0 FTE Business Intelligence Analyst (working title Crime Analyst) (Pay Grade NR 27) in 4052 Milwaukee County Sheriff's Office-Investigative Services Bureau.

The total costs for the 1.0 FTE crime analyst are \$79,713 including social security starting pay period 1, 2025. Total budget for 1.0 FTE Deputy Sheriff Captain position is \$125,771 including social security.

POSITION INFORMATION

Action	Title	FTE	Pay Grade	Salary
Abolish	Deputy Sheriff Captain	1.0	NR31E	\$125,771
Create	Business Intelligence	1.0	NR27	\$79,713

VIRTUAL/HYBRID MEETING INVITES

Brian Barkow, Chief Deputy
 Tricia M. Carlson, Inspector
 Patricia A. Carravetta, Fiscal Administrator

PREPARED BY:

Tricia M. Carlson, Inspector

APPROVED BY:

Brian Barkow, Chief Deputy

ATTACHMENTS:

None

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
 Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk