

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Witness Protection Analyst (full time)

NAME OF PRESENT INCUMBENT: Proposed position

DEPARTMENT: District Attorney

DIVISION: Investigations

REPORTS TO (Name & Title): Thomas Boehlke, Deputy Chief Investigator for Witness Protection

TITLE CODE: new **POSITION NUMBER:** 1 **PAY RANGE:** 16A

TYPE OF POSITION: (Check One) FT PT Hourly Seasonal

PURPOSE OF POSITION: Provide full spectrum analytical support to district attorney investigators and prosecutors conducting criminal investigations and prosecutions of witness protection-related crimes by: (1) reviewing and analyzing inmate telecommunications for evidence of witness intimidation; (2) reviewing charged criminal cases referred by staff for evidence of witness intimidation and related crimes; (3) preparing written reports and transcriptions of inmate telecommunications; (4) utilizing variety of law enforcement and commercial databases to compile comprehensive intelligence on suspects in witness intimidation and related high-profile cases; (5) independently review and analyze newly charged felony cases to determine need of witness security services. Position serves as lead for witness protection analysis, overseeing two hourly witness protection analyst.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating): none

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties	% of Time Spent on Duty	E=Essential Duty
1. Review charged violent felony, sensitive crimes, and domestic violence cases for evidence of witness intimidation.		
2. Develop leads for follow up by law enforcement staff; prepare reports summarizing findings; set priorities for targeting potential threats and follow up work.		
3. Use software to locate, track, and monitor inmate telecommunications.		
4. Provide in-depth analysis to discover and transcribe threats and admissions of guilt. Decipher gang codes and urban slang. Prepare written reports for prosecution. Discover and develop further leads.		

5. Utilize variety of law enforcement, government, and commercial databases to collect and synthesize information on suspects and to generate and identify additional suspects. Compile comprehensive intelligence on suspects in witness intimidation and related high-profile cases.
6. Maintain calendar on pending investigations and charged cases to ensure timely gathering and presentation of evidence. Provide copies of calls in rough format to prosecutors and law enforcement staff. Set priorities for data gathering.
7. Track unit activity for performance and evaluation reporting, as well as resource allocation. Assist law enforcement staff with case tracking and file management.
8. Appear in court and give evidence in criminal and juvenile cases.
9. Maintain liaison with other law enforcement agencies, including the Federal Bureau of Investigation, the US Attorney's Office, the Wisconsin Department of Justice, and all municipal law enforcement agencies, in order to track multi-jurisdictional cases and share intelligence gathered from monitoring of inmate telecommunications.
10. Train and oversee hourly analysts and others as necessary.

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Ability to multi-task, prioritize caseloads, and manage cases efficiently to meet deadlines;
2. Ability to independently make decisions regarding presence of intimidation, severity of intimidation, and diagnose necessary level of analysis required;
3. Ability to maintain strict focus during analysis of inmate telecommunications, decipher coded communications, and understand intimidation/dissuasion.
4. Ability to shift objectives and priorities under frequently changing conditions, work from broad instruction, and deal with complex factors with little precedent;
5. Ability to effectively communicate through accurate, grammatically correct oral and written reports;
6. Ability to use law enforcement and commercial computer databases and software in support of criminal investigations;
7. Ability to analyze records, including police reports and evidence, to detect criminal conduct and efforts to conceal criminal activity. Ability to analyze databases and prepare spreadsheets and other demonstrative media in order to make presentations to legal staff and to testify in court proceedings;
8. Ability to interact professionally and effectively with members of other government agencies, including but not limited to federal, state, county, and municipal governmental agencies;
9. Ability to draft affidavits in support of subpoenas;
10. Ability to maintain secrecy and discretion in matters under investigation.

MINIMUM QUALIFICATIONS:

Education: High school diploma and either a two-year associate degree or a minimum of 60 college credits towards a degree in criminal justice or related field required. Four-year college undergraduate degree preferred, with major in criminal justice, information management systems, computer science, business, or related field desirable. Advanced degree in criminal justice, information management systems, computer science, business, or related fields desirable. Military or civilian experience in intelligence gathering, analysis, and dissemination/reporting may substitute on a year-for-year basis for the associate degree requirement.

Experience: One year of intelligence gathering, analyzing, and dissemination/reporting experience or the equivalent is strongly preferred. Computer skills including Word, Excel, and data mining using commercial or military/intelligence search software such as Accurint or its equivalent are desirable. Working knowledge of the internet, plotting, mapping, and law enforcement query software (Wisconsin T.I.M.E. system or equivalent) is highly desirable. Working knowledge of the criminal justice system, investigative practices and techniques, and local/state/federal statutes and regulations is desirable.

Licensure/Certification/Registration: none

Physical Requirements/Demands/Other Requirements: Good mental and physical health; no criminal record, supported and verified by fingerprints and a background investigation.

Work Environment: Offices in the Safety Building and work throughout Milwaukee County. Hours are generally 8 AM to 5 PM, Monday through Friday, but some overtime on nights and weekends may be required. Must be available to work extended hours when necessary.

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____