



April 22, 2025

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

Jeffrey B. Norman
Chief of Police

(414) 933-4444

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

RE: Request to Promote Without Exam – Office Assistant III Solisa D. Butler to Office Assistant IV

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant III Solisa D. Butler to the position of Office Assistant IV to fill an existing vacancy in the Court administration Section. The Office Assistant IV assigned to the Court Administration Section is the lead worker for civilian support staff and performs various clerical and administrative duties. This position is responsible for conducting Department of Transportation (DOT) E-Time inquiries and ensures corrected traffic and non-traffic citations are sorted for accurate Municipal Court calendar schedules. The Office Assistant IV also corrects and prints TraCS citations, checking for voids, Operating While Intoxicated (OWI) citations and Circuit Court citations for exclusion before transmittal.

Ms. Solisa D. Butler has three (3) years of professional experience in office management with the Milwaukee Police Department's Court Administration Section and fourteen (14) years of experience in data entry and accounting. Ms. Solisa Butler's duties include, but are not limited to reviewing citations for completeness and making all necessary corrections. She reviews completed, validated, rejected and open citations as needed. She tracks all citations and monitors daily transmittals. As a result of her expertise and ability, Ms. Solisa Butler has been recommended for promotion to the position of Office Assistant IV by her commanding officer.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion of Office Assistant IV be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 form (attached for reference).

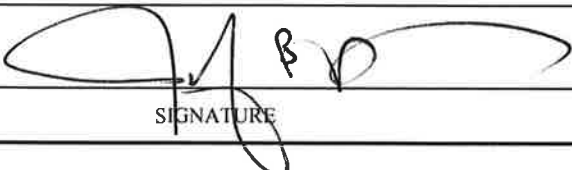
Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

FIRE AND POLICE COMMISSION

REQUEST FOR PROMOTION WITHOUT COMPETITIVE EXAMINATION (FPC RULE XI, SEC. 10)

INSTRUCTIONS: Complete appropriate sections of this form. Retain one copy for your records. Send original and nominee's resume to FPC.

DEPT. POLICE		DATE 04/22/2025	
PROMOTION REQUESTED FOR			
LAST NAME Butler		FIRST NAME Solisa	INITIAL D.
EMPLOYEE ID # 035319	RACE Black		SEX Female
PRESENT TITLE Office Assistant III		PAY RANGE/GRADE 6GN	
REQUESTED TITLE Office Assistant IV		PAY RANGE/GRADE 6KN	EEO JOB GROUP
PREVIOUS INCUMBENT Rebecca Smith		FINANCE & PERSONNEL COMMITTEE APPROVAL DATE 4/16/2025	
DOES AN ELIGIBLE LIST FOR THIS POSITION CURRENTLY EXIST? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, GIVE REASON FOR NOT UTILIZING ELIGIBLE LIST.			
WHY AND HOW WAS THIS EMPLOYEE SELECTED FOR PROMOTION? Ms. Solisa Butler has three (3) years of professional experience with the Milwaukee Police Department's Court Administration Section, and fourteen (14) years of experience in data entry and accounting. She has been recommended for promotion to the Office Assistant IV position by her commanding officer.			
OTHER PERSONS IN DEPARTMENT ELIGIBLE FOR POSITION BASED ON LAST ANNOUNCED REQUIREMENTS TOTAL ELIGIBLE: 0 NO. OF MINORITIES: 0 NO. OF FEMALES: 0			
DIPLOMAS, DEGREES RECEIVED (ATTACH COPIES)			
ADDITIONAL JOB-RELATED EDUCATION, TRAINING IN PAST FIVE YEARS Ms. Solisa Butler has three (3) years of professional experience with the Milwaukee Police Department's Court Administration Section and she is familiar with the duties of the Office Assistant IV position.			
WORK EXPERIENCE SUPPORTING REQUESTED PROMOTION Ms. Solisa Butler has three (3) years of professional experience with the Milwaukee Police Department's Court Administration Section, and fourteen (14) years of experience in data entry and accounting. She has been recommended for promotion to the Office Assistant IV position by her commanding officer.			
IS THE PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP.			
JEFFREY B. NORMAN			
DEPARTMENT HEAD NAME		CHIEF OF POLICE	
SIGNATURE		TITLE	
FOR FPC OFFICE USE ONLY: REQUEST APPROVED <input type="checkbox"/> REQUEST DENIED <input type="checkbox"/> DATE:			