



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

**Jeffrey B. Norman**  
Chief of Police

(414) 933-4444

November 5, 2025

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

Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following individual:

15. Shakaris J. Burnley

to the position of Office Assistant II (Pay Range 6DN), to fill existing vacancy within this Department, effective Monday, November 24, 2025. The above candidate participated in a selection process, which included an evaluation of training and experience, and oral interviews. Ms. Burnley is being recommended based on the results of this process.

The above name appears in the indicated order on the eligible list for Office Assistant II-PD as adopted by your Honorable Board on June 26, 2025. This appointment is contingent upon successfully completing the background investigation, and drug screen.

Sincerely,

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:ms  
cc: Payroll Supervisor Santiago  
F&P: 3/19/2025 (1 Vacant Position)

I hereby certify that the above agenda item has been approved by the Commission:

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_