



**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

April 22, 2025

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

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Office Assistant III (Pay Range 6GN):

Solisa D. Butler

to the position of Office Assistant IV (Pay Range 6KN), in this Department, effective Sunday, May 11, 2025.

Ms. Solisa Butler was appointed to the Department as an Office Assistant III on November 29, 2021. She is currently assigned to the Court Administration Section. Her training and experience qualifies her for the position. She has been recommended for promotion by her commanding officer.

In accordance with City Service Commission practices, she meets the requirements for this position. I, therefore, nominate and promote, subject to your approval, Ms. Solisa D. Butler to the position of Office Assistant IV.

Respectfully Submitted,

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:ms  
F&P: 4/16/2025 (Putze)  
c: Payroll Supervisor Santiago

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

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

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