



**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

April 5, 2024

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 IV (Pay Range 6KN):

Rebecca L. Smith

to the position of Administrative Assistant III (Pay Range 5IN), in this Department, effective Sunday, April 28, 2024.

Ms. Rebecca L. Smith was appointed to the Department as an Office Assistant I on May 28, 2002. On December 22, 2002, she was promoted to an Office Assistant II. On August 8, 2010, she was promoted to an Office Assistant III. On March 6, 2011, she was promoted to an Office Assistant IV, and 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. Rebecca L. Smith to the position of Administrative Assistant III.

Respectfully Submitted,

JEFFREY B. NORMAN  
CHIEF OF POLICE

CRAIG D. SARNOW  
ASSISTANT CHIEF OF POLICE

JBN:CDS:ss  
F&P: 10/25/2023  
c: Payroll Supervisor Santiago

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

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

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



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RE: Request to Promote Without Exam – Office Assistant IV Rebecca L. Smith to Administrative Assistant III

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant IV Rebecca L. Smith to Administrative Assistant III to fill an existing vacancy in the Information Technology Division. The Administrative Assistant III assigned to the Information Technology Division provides high-level administrative support for the Police Information Systems Director and provides a wide array of complex administrative support task which are independently initiated and performed with minimal direction and supervision.

Ms. Smith has over twenty-five (25) years of professional experience in office management and administrative support. Ms. Smith's duties include, but are not limited to review of written citations and reports, maintaining and updating records in the Police Administrative Investigation Management databases. Ms. Smith is responsible for proofreading supervisor reports and investigative files for completeness, maintaining records of discipline, and maintaining the retention of off-site records. As a result of her expertise and ability, Ms. Smith has been recommended for promotion to the position of Administrative Assistant III 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 Administrative Assistant III 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

CRAIG D. SARNOW  
ASSISTANT CHIEF OF POLICE

JBN:CDS:ss