



August 24, 2022

**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 – Administrative Assistant I Micah T. Billings to Police District Administrative Assistant

Dear Commissioners:

I am nominating for promotion without an exam Administrative Assistant I Micah T. Billings to the position of Police District Administrative Assistant to fill an existing vacancy in District One. The Police District Administrative Assistant performs general clerical duties in accordance with standard procedures in a variety of assignments at the Police District Stations. This position also screens telephone calls, answers questions and provides information to external customers and internal personnel.

Mr. Billings has over thirteen (13) years of professional experience in office management, administrative support, and customer care. Mr. Billings provides general direction and guidance to three (3) police aides in regards to fingerprinting, photo uploads, and other general office duties. Mr. Billings' duties also include overseeing a budget of \$100,000 for the Forensics Division, maintaining financial data, purchasing special equipment, monitoring the payment process, and communicating with vendors. Mr. Billings assists the Captain and Forensic Supervisors by preparing confidential reports and compiling statistics, and processing confidential requests/reports from citizens regarding arrest record expungements. As a result of his expertise and ability, Mr. Billings has been recommended for promotion to the position of Police District Administrative Assistant by his 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 Police District Administrative Assistant 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

PAUL J. FORMOLO  
ASSISTANT CHIEF OF POLICE