



**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

December 15, 2025

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

Dear Commissioners:

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

4. Amanda A. Calkins

to the position of Office Assistant IV (Pay Range 6KN), to fill an existing vacancy within this Department, effective Tuesday, January 20, 2026. The above candidate participated in a selection process, which included an evaluation of training and experience, and oral interview. Ms. Calkins 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 IV – PD as certified by the Department of Employee Relations on September 29, 2025. This appointment is contingent upon successfully completing the background investigation, and drug screening.

Sincerely,

A handwritten signature in black ink. The letters 'J' and 'A' are on the left, 'B' is in the middle, and 'P' is on the right, all connected by a continuous line.

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:ss  
cc: Payroll Supervisor Santiago  
F&P: 04/16/2025 (Wozny)

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

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Executive Director

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