BEVERLY A. TEMPLE THOMAS O. GARTNER BRUCE D. SCHRIMPF

ROXANE L. CRAWFORD SUSAN D. BICKERT

HARRY A. STEIN STUART S. MUKAMAL THOMAS J. BEAMISH

MAURITA F. HOUREN JOHN J. HEINEN

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ELLEN H. TANGEN

GHEGG C. HAGOPIAN ELLEN H. TANGEN MELANIE R. SWANK JAY A. UNORA DONALD L. SCHRIEFER EDWARD M. EHRLICH

LEONARD A. TOKUS MIRIAM R. HORWITZ MARYNELL REGAN

DAWN M. ROLAND KATHRYN M. ZALEWSKI

**Assistant City Attorneys** 

HAZEL MOSLEY

# CITY OF MILWAUKEE

**GRANT F. LANGLEY** 

**RUDOLPH M. KONRAD** PATRICK B. McDONNELL LINDA ULISS BURKE Deputy City Attorneys



#### OFFICE OF CITY ATTORNEY

800 CITY HALL 200 EAST WELLS STREET MILWAUKEE, WISCONSIN 53202-3551 TELEPHONE (414) 286-2601 TDD (414) 286-2025 FAX (414) 286-8550

September 14, 2004

To the Honorable Common Council of the City of Milwaukee Room 205 - City Hall

Re:

Communication from Attorney Laurie Eggert, Eggert Law Offices for legal fees for Police Officers Christopher Guiliani and Daniel Bell

C.I. File No. 98-L-163

#### Dear Council Members:

Returned herewith is a document filed by Attorney Laurie A. Eggert for attorney's fees for representing Police Officers Christopher Guiliani and Daniel Bell. The claim is in the amount of \$6,467.68, including \$230.68 in disbursements for 56.70 hours of service billed at the rate of \$110.00 per hour. We ask that this matter be introduced and referred to the Committee on Judiciary & Legislation.

We have reviewed this claim and advise that in our opinion, the time spent was reasonable. Legal representation was occasioned by the filing of a citizen's complaint against the officers with the Fire and Police Commission. The complaint was dismissed by the Commission.

As we have advised you under similar circumstances in the past, the Common Council has discretion to reject this claim or to pay it in whole or in part. Wis. Stat. § 895.35, Bablitch and Bablitch v. Lincoln County, 82 Wis. 2d 574 (1978).

Very truly yours,

LANGLEY

JAN A. SMOKOWICZ Assistant City Attorney

In home

JAS:enm

Enc. 2295

## EGGERT & CERMELE, S.C.

Attorneys at Law

Laurie A. Eggert Jonathan Cermele 1840 North Farwell Avenue Suite 303 Milwaukee, Wisconsin 53202 (414) 276-8750 FAX (414) 276-8906

December 2, 2002

Mr. Jan Smokowicz Assistant City Attorney 800 City Hall 200 East Wells Street Milwaukee, WI 53202

RE: Citizen Compliant of Marcus McKee, Frances McKee

and Lindy Banks

Against PO Christopher Guiliani and Daniel Bell

**ELO File: 1162** 

City Claim No.: 98-S-523

## Attorney Smokowicz:

In your letter of November 20, 2002, you noted that the FPC had dismissed the complaints against Christopher Guiliani because he had resigned from the MPD, and the FPC lost jurisdiction over him. That is correct; Guiliani left the MPD and took a job as a police officer in the city of Oshkosh, Wisconsin.

You have contended in a variety of conversations that where an officer has dismissed Guiliani from a FPC complaint because the FPC has lost jurisdiction of the officer, the Common Council is without jurisdiction to pay his fees.

I do not believe that we need to fight that battle on this case. The first entry on my statement is dated July 28, 1997; Guiliani resigned from the MPD effective February 26, 1997. (See the attached dismissal notices) Since the FPC had already been dismissed from the complaints by the date that I inherited the case, I do not think your legal theory applies to my representation on these citizen complaints.

If you have any other questions, please let me know. Otherwise, I assume you will be recommending payment of this bill.

Sincerely,

EGGERT & CERMELE, S.C.

Laurie A. Eggert Attorney at Law

LAE/ldl enclosure GUILIANI BELL 12202

Recid 6-11-97

BOARD OF	
FIRE AND POLICE COMMISSIONERS : CITY OF MI	
In Re:	
THE CHARGES OF LINDY T. BANKS	
AGAINST POLICE OFFICER DANIEL BELL	
	ORDER OF DISMISSAL
T 0.00	
To Officer Desire Dell	

To Officer Daniel Bell:

It is hereby ordered that the Complaint of Lindy T. Banks, Complaint No. 96-32, filed with the Board on May 21, 1996, is dismissed because of the Complainant's inability to properly pursue the Complaint at this time, by the

MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI 'EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, JUNE 9, 1997.

Recld 6-11-97

BOARD OF	·
FIRE AND POLICE COMMISSIONERS:	CITY OF MILWAUKEE: COUNTY OF MILWAUKEE
In Re:	
THE CHARGES OF FRANCES MCKEE	
AGAINST POLICE OFFICER DANIEL BE	ELL
	ORDER OF DISMISSAL

To Officer Daniel Bell:

It is hereby ordered that the Complaint of Frances McKee, Complaint No. 96-33, filed with the Board on May 28, 1996, is dismissed because the conduct complained of does not constitute a rule violation, by the

MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, JUNE 9, 1997.

Attorney Laurie Eggent

cc:

D MAY 8 1997
N E C E N F (U)

**BOARD OF** 

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

In Re:

THE CHARGES OF MARCUS MCKEE AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

To Mr. Christopher Guiliani:

WHEREAS, accused Police Department member Christopher Guiliani has resigned from the Milwaukee Police Department effective February 26, 1997, and is therefore no longer under the jurisdiction of the Fire and Police Commission,

IT IS HEREBY ORDERED that the Complaint of Marcus McKee, Complaint No. 96-34, filed with the Board on May 28, 1996, is dismissed only against Officer Christopher Guiliani, with the Complaint against all other accused member(s) remaining in full force and effect, by the

MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997



**BOARD OF** 

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

\_\_\_\_\_

In Re:

THE CHARGES OF FRANCES MCKEE AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

To Mr. Christopher Guiliani:

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997

Adelman, Adelman, & Murray



BOARD OF

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

In Re:

THE CHARGES OF LINDY T. BANKS AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

To Mr. Christopher Guiliani:

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997

# CITY OF MILWAUKEE

GRANT F. LANGLEY

RUDOLPH M. KONRAD Deputy City Attorney

THOMAS E. HAYES
PATRICK B. McDONNELL
LINDA ULISS BURKE
ipecial Deputy City Attorneys



#### OFFICE OF CITY ATTORNEY

800 CITY HALL 200 EAST WELLS STREET MILWAUKEE, WISCONSIN 53202-3551 TELEPHONE (414) 286-2601 TDD 286-2025 FAX (414) 286-8550

November 20, 2002

BEVERLY A. TEMPLE
THOMAS O. GARTNER
BRUCE D. SCHRIMPF
ROXANE L. CRAWFORD
SUSAN D. BICKERT
HAZEL MOSLEY
HARRY A. STEIN
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MIRIAM R. HORWITZ
MARYNELL REGAN
G. O'SULLIVAN-CROWLEY

Assistant City Attorneys

Ms. Laurie A. Eggert Eggert Law Office, S. C. 1840 North Farwell Avenue, Ste. 303 Milwaukee, WI 53202

EGGERT & C.

NOV 23 2002

RE: Citizen Complaint of Mr. Michael Lieblein Against PO Jeffrey Engel 1201

C.I. File No.: 98-S-529

Citizen Complaint of Marcus McKee, Frances McKee and Lindy Banks Against

POs Christopher Guiliani and Daniel Bell 1142

C.I. File No.: 98-S-523

Dear Ms. Eggert:

With respect to the above-noted matters, I am concerned about these two claims because the officers in both of these instances resigned prior to a determination by the Fire and Police Commission of the citizen complaint lodged against them. As we have discussed this informally during our recent telephone conversation, our office is concerned that such claims cannot meet the criteria of the statute for a disposition that is favorable to the officer.

With regard to the first claim, I note that the only officer involved in the complaint, Officer Engel, resigned prior to the disposition of the complaint. With regard to the latter claim, I note that only one of the two officers resigned prior to the disposition. I do note that the complaint against the other officer did apparently result in a favorable disposition.

If you can provide me with further information regarding either of these complaints, perhaps we can continue further if either of them meet the statutory criteria. In the event that no such information can be provided, however, I would nonetheless like a further break down on the second claim so that we can make some recommendation regarding partial payment of that claim.

Ms. Laurie Eggert November 20, 2002 Page 2

Thank you for your continuing cooperation and assistance with regard to these matters.

Very truly yours,

JAN A. SMOKOWICZ

Assistant City Attorney

JAS:lae 60481 GRANT F. LANGLEY
City Attorney

RUDOLPH M. KONRAD Deputy City Attorney

THOMAS E. HAYES
PATRICK B. McDONNELL
CHARLES R. THEIS
Special Deputy City Attorneys

# CITY OF MILWAUKEE



OFFICE OF CITY ATTORNEY
800 CITY HALL
200 EAST WELLS STREET
MILWAUKEE, WISCONSIN 53202-3551
TELEPHONE (414) 286-2601
TDD 286-2025
FAX (414) 286-8550

November 12, 1998

BEVERLY A. TEMPLE
THOMAS O. GARTNER
LINDA ULISS BURKE
BRUCE D. SCHRIMPF
ROXAN E.L. CRAWFORD
SUSAN D. BICKERT
HAZEL MOSLEY
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MELANIE R. SWANK
TRACY M. JOHNSON
MICHAEL A. VERRILLI
JAY A. UNORA
DONALD L. SCHRIEFER

Assistant City Attorneys

Deputy Inspector Dale Schunk Milwaukee Police Department 749 West State Street, Room 714 Milwaukee, WI 53233

> Re: C.I. File No. 98-L-163 Communication from EGGERT LAW OFFICES

Dear Deputy Inspector Schunk:

Enclosed please find a claim filed by attorney Laurie A. Eggert for attorney's fees incurred during his representation of officers Christopher Guiliam and Daniel Bell.

Please determine whether these officers were in fact involved in the matter described in Ms. Eggert's claim, and have the officers verify Ms. Eggert's representation. Thank you for your anticipated cooperation in this matter.

Very truly yours,

JAN A. SMOKOWICZ

Assistant City Attorney

JAS:beg Enclosure 0.F. JUS Letter 2295 Need to know corcumstances

of Guillain resignation of
to evoid FPC discopline

EGGERT LAW OFFICE, S.C.

Attorneys at Law

Laurie A. Eggert Jonathan Cermele 93100-4 00 1:57

1840 North Farwell Avenue Suite 303 Milwaukee, Wisconsin 53202 (414) 276-8750 FAX (414) 276-8906

October 28, 1998

Mr. Ronald D. Leonhardt Milwaukee City Clerk 800 City Hall 200 East Wells Street Milwaukee, WI 53202

> RE: Citizen Complaint of Marcus McKee, Frances McKee and Lindy Banks Against POs Christopher Guiliani and Daniel Bell Complaint Nos.: 96-34, 96-33, 96-32 respectively Date of Incident: May 16, 1996 Location of Incident: 1704 North 29th Street

Dear Mr. Leonhardt:

The above-named police officers have retained us to represent them in connection with the above-referenced matter. The officers was previously represented by Attorney Kenneth J. Murray who will be submitting a separate bill to you regarding this matter.

Consistent with its policy, the City Attorney's Office has refused to represent them, and as they were performing the duties of their office at the time of the events giving rise to the incident, the claim is hereby made on their behalf for the indicated legal fees. This incident involved the arrest of Marcus McKee for D/C and possession of a controlled substance on May 16, 1996 at 1704 North 29th Street. All three complaints involved the same incident; the Fire and Police Commission dismissed each complaint. Attached are copies of the dismissal notices.

The attached is an itemization of the time and services rendered.

Sincerely,

EGGERT LAW OFFICE, S.C

Laurie A. Eggert Attorney at Law

LAE/1dl

998 NOV -4 PN C

<u>က</u>

### EGGERT LAW OFFICE, S.C.

Attorneys at Law

Laurie A. Eggert Jonathan Cermele 1840 North Farwell Avenue Suite 303 Milwaukee, Wisconsin 53202 (414)276-8750 FAX(414)276-8906

### November 2, 1998

Mr. Ronald D. Leonhardt Milwaukee City Clerk 800 City Hall 200 East Wells Street Milwaukee WI 53202

RE: Citizen Complaint of Marcus McKee, Frances McKee and Lindy Banks

Against POs Daniel Bell and Chris Guiliani FPC No: 96-34, 33 and 32 respectively

Date of Incident: May 16, 1996

Location of Incident: 1704 North 29th Street

### Professional services

		Hours
7/28/97	Review of file.	0.40
8/28/97	Review of correspondence from FPC	0.10
9/16/97	Review of file; prepare witness and exhibit list; correspondence to client; correspondence to MPD Open Records and MPD Personnel.	0.90
9/17/97	Preparation for and appearance at pre-trial; memo to file; review of file; telephone call to client; travel.	1.30
9/22/97	Telephone call from client; conference with client; memo to file.	1.10
9/24/97	Review scheduling information from Justus; review 911 tape; telephone call to and from client.	0.40

		Hours
9/25/97	Telephone call to Guiliani.	0.10
9/26/97	Telephone call from Guiliani; review 911 tape.	0.30
9/27/97	Telephone call from Guiliani; memo to file.	0.50
10/3/97	Telephone call from Justus; memo to file.	0.40
10/8/97	Telephone call from client; memo to file.	0.20
10/10/97	Telephone call from client; memo to file.	0.10
11/12/97	Review of file; correspondence to FPC.	0.70
11/13/97	Review of file.	0.10
11/24/97	Telephone call from FPC.	0.20
11/26/97	Memo to file.	0.10
12/2/97	Telephone call from Fronk; memo to file; correspondence to witness.	0.20
12/3/97	Review of correspondence from FPC; telephone call to FPC; correspondence to witness; review of file; memo to file.	0.50
12/10/97	Review of correspondence from FPC.	0.10

		Hours	
12/17/97	Correspondence to complainants; review of file.	0.20	
1/7/98	Telephone call from FPC; review of file; amend witness and exhibit list.	0.60	
1/9/98	Correspondence to witness; review of file.	0.20	
1/19/98	Review of file; prepare subpoenas.	0.40	
1/20/98	Telephone call from Marcus McKee.	0.20	
1/21/98	Telephone call from Fronk; review of file re: witnesses.	0.60	
1/22/98	Conference with MPD Personnel; memo to file.	0.30	
1/26/98	Telephone call from client; memo to file; review of file.	1.80	
1/29/98	Conference with FPC.	0.30	
1/30/98	Review of file; prepare witnesses; memo to file; telephone call to client; telephone call to FPC; telephone call to personnel; telephone call to witnesses re: postponement.	5.30	
2/2/98	Telephone call to CIB; telephone call to Guiliani; telephone call to investigator; review of correspondence from FPC; telephone call to Sgt. Seer; memo to file; telephone call to MPD Personnel.	1.30	

		Hours
2/3/98	Telephone call from Fronk; memo to file; conference with investigator; conference with client.	0.70
2/4/98	Review FAX from FPC.	0.10
2/9/98	Review of correspondence from FPC.	0.10
2/19/98	Telephone call from Fronk; memo to file.	0.10
3/3/98	Telephone call from FPC; memo to file.	0.20
3/4/98	Review of file; telephone call to FPC; telephone call to and correspondence to Guiliani.	0.40
3/6/98	Review witness statements.	0.60
5/1/98	Telephone call from Fronk; memo to file; review of file.	0.40
5/5/98	Telephone call from and to Fronk; telephone call to witnesses; memo to file; telephone call to investigator.	1.60
5/7/98	Telephone call from Fronk; correspondence to Guiliani.	0.30
5/11/98	Review of correspondence from FPC.	0.10
5/15/98	Telephone call from Koslo; memo to file; telephone call to Lt. Hagen; telephone call to Warrants.	0.40

		<u>Hours</u>
5/24/98	Review of file; hearing preparation.	1.70
5/26/98	Conference with witness; review of correspondence from FPC.	0.20
5/27/98	Telephone call to and from Fronk; telephone call from and to witnesses; memo to file; hearing preparation.	2.60
5/28/98	Telephone call to MPD Personnel.	0.10
6/1/98	Review of correspondence from FPC.	0.10
6/5/98	Review of correspondence from Department of Justice.	0.10
6/8/98	Telephone call from Fronk; memo to file; review of file; telephone call to Guiliani.	0.40
6/9/98	Review of file; telephone call to Fronk.	0.30
	Conference with FPC.	0.10
6/11/98	Review of correspondence from FPC; telephone call to and correspondence to Guiliani; serve subpoenas.	0.80
6/16/98	Telephone call from witness; memo to file; telephone call to Fronk.	0.40
6/23/98	Review of correspondence from FPC.	0.10
	Review of file.	0.40

		Hours
6/24/98	Hearing preparations; conference with witnesses.	2.90
	Telephone call from client; memo to file.	0.40
6/25/98	Preparation for and appearance at hearing; conference with client; memo to file; travel.	5.90
6/26/98	Telephone call from Urbaniak.	0.10
7/10/98	Review of file.	0.20
7/27/98	Telephone call to FPC.	0.10
8/24/98	Telephone call from MPD Personnel; review recommendation; correspondence to client; telephone call to client.	0.70
9/10/98	Review transcript and FPC proposed decision.	1.20
9/11/98	Edit brief	3.60
9/18/98	Edit brief.	4.30
9/20/98	Edit brief	2.10
9/21/98	Edit brief; correspondence to FPC.	3.20
9/29/98	Telephone call from Fronk.	0.10
10/5/98	Review of correspondence from FPC.	0.10

Mr. Ronald D. Leonhardt		Page 7
10/12/98 Review decision of FPC; correspondence to client; close file.	Hours	
		Amount
For professional services rendered	56.70	\$6,237.00
Additional charges:		
9/17/97 Parking and mileage		1.40
3/11/98 Investigator's report		140.90
5/11/98 Subpoenas (5)		30.00
5/27/98 Department of Justice		13.00
6/11/98 Subpoenas (6)	•	36.00
Parking and mileage		2.40
6/25/98 Parking and mileage		6.98
Total costs		\$230.68
Total amount of this bill		\$6,467.68
Balance due		\$6,467.68

(Rate: \$110.00 per hour)

Heald 6-11-97

BUAKU Ur	
FIRE AND POLICE COMMISSIONERS : (	CITY OF MILWAUKEE : COUNTY OF MILWAUKEE
*******************************	
In Re:	
THE CHARGES OF LINDY T. BANKS	
AGAINST POLICE OFFICER DANIEL BEL	L
	ORDER OF DISMISSAL

To Officer Daniel Bell:

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI 'EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, JUNE 9, 1997.

Recld 6-11-97

BOARD OF	
FIRE AND POLICE COMMISSIONERS: CITY OF MI	LWAUKEE: COUNTY OF MILWAUKEE
In Re:	
THE CHARGES OF FRANCES MCKEE	
AGAINST POLICE OFFICER DANIEL BELL	
	ORDER OF DISMISSAL

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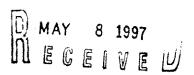
MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, JUNE 9, 1997.



BO	A	R	D	OF

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

In Re:

THE CHARGES OF MARCUS MCKEE AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

To Mr. Christopher Guiliani:

WHEREAS, accused Police Department member Christopher Guiliani has resigned from the Milwaukee Police Department effective February 26, 1997, and is therefore no longer under the jurisdiction of the Fire and Police Commission,

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997

MAY 8 1997

BOARD OF

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

In Re:

THE CHARGES OF FRANCES MCKEE AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997

MAY 8 1997

**BOARD OF** 

FIRE AND POLICE COMMISSIONERS: CITY OF MILWAUKEE: COUNTY OF MILWAUKEE

In Re:

THE CHARGES OF LINDY T. BANKS AGAINST POLICE OFFICERS DANIEL BELL AND CHRISTOPHER GUILIANI

ORDER OF DISMISSAL

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MILWAUKEE BOARD OF FIRE AND POLICE COMMISSIONERS

PHOEBE WEAVER WILLIAMS, CHAIRMAN

BY:

JOSEPH J. CZARNEZKI EXECUTIVE DIRECTOR

DATED AT MILWAUKEE, WISCONSIN, MAY 6, 1997

### MILWAUKEE POLICE DEPARTMENT

MEMORANDUM

NOVEMBER 30, 1998

TO: PO. DANIEL BELL SPEC. OPER. BUR.

RE: Receipt of Legal Services from Law Firm of Attorney

Attorney LAURIE EGGERT has made a claim with the City, indicating the attached was provided with legal services arising out of one of the following situations:

- 1) An incident occurring on MAY 16, 1996
- 2) A citizen's complaint made by
- 3) A police shooting incident occurring on

Is this information correct?

Did you receive legal representation in this matter?

YES NO

Your signature:

Print your name: DANIER BELL

Upon completion, please return this memorandum to the Internal Affairs Division at the Police Academy (Room 325) as soon as possible.

DALE T. SCHUNK

Deputy Inspector of Police Internal Affairs Division

ale T. Schunk

DTS:dnp