



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

October 28, 2024

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

Dear Commissioners:

I hereby nominate and appoint, subject to your approval, the following Police Records Specialist II (Pay Range 5HN):

James W. Kirschling

to the position of Document Technician III (Pay Range 3LN), in this Department, effective Sunday, November 10, 2024.

Mr. James W. Kirschling was appointed to the Department as an Office Assistant I on February 17, 2003. He has held several positions within the Milwaukee Police Department, and he is currently a Police Records Specialist II, currently assigned to the Records Management Division. He has been performing the duties of the Document Technician III for the past three years. His training and experience qualifies him for the position. He has been recommended for appointment by his commanding officer.

In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and appoint, subject to your approval, Mr. James W. Kirschling to the position of Document Technician III.

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ms
c: Payroll Supervisor Santiago

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

Executive Director

Date: _____