



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

January 6, 2025

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 III (Pay Range 6GN):

Rachel E. Lamboy

to the position of Office Assistant IV (Pay Range 6KN), in this Department, effective Sunday, January 19, 2025.

Ms. Rachel Lamboy was appointed to the Department as an Office Assistant I on August 3, 1998. On September 17, 2000, she was promoted to an Office Assistant II. On April 23, 2017, she was promoted to an Office Assistant III, and she is currently assigned to the Forensics Division. 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. Rachel E. Lamboy to the position of Office Assistant IV.

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ss
F&P: 9/18/2024 (Scaffidi)
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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The Board of
Fire and Police Commissioners
200 E. Wells Street, Room 706
Milwaukee, WI 53202

RE: Request to Promote Without Exam – Office Assistant III Rachel E. Lamboy to Office Assistant IV

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant III Rachel E. Lamboy to the position of Office Assistant IV to fill an existing vacancy in the Forensics Division. The Office Assistant IV assigned to the Forensics Division performs various clerical and administrative duties and is responsible for training new members assigned to the Forensics Division, oversight of Stolen Vehicle Desk entries, and making data entries to the TIME system for scheduling. The Office Assistant IV also exercises independent judgment and assists the Forensics Division Supervisors in completing various tasks and projects.

Ms. Rachel E. Lamboy has over seven (7) years of professional experience in office management and over twenty-six (26) years of experience in data entry and law enforcement assistance. Ms. Rachel Lamboy's duties include, but are not limited to payroll entry for all staff assigned to the Forensics Division, exceptional experience in eTime scheduling and Line-ups, providing training to new employees at the Teletype Desk, extensive knowledge of the Stolen Vehicle Desk, processing incoming mail, and maintaining work location files. Her past work experience and current responsibilities as an Office Assistant III in the Forensics Division have prepared her for this position. As a result of her expertise and ability, Ms. Rachel Lamboy has been recommended for promotion to the position of Office Assistant IV 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 Office Assistant IV be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 form (attached for reference).

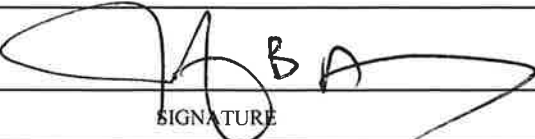
Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

FIRE AND POLICE COMMISSION

REQUEST FOR PROMOTION WITHOUT COMPETITIVE EXAMINATION (FPC RULE XI, SEC. 10)

INSTRUCTIONS: Complete appropriate sections of this form. Retain one copy for your records. Send original and nominee's resume to FPC.

DEPT. POLICE	DATE 01/06/2025	
PROMOTION REQUESTED FOR		
LAST NAME Lamboy	FIRST NAME Rachel	INITIAL E.
EMPLOYEE ID # 011946	RACE White	SEX Female
PRESENT TITLE Office Assistant III	PAY RANGE/GRADE 6GN	
REQUESTED TITLE Office Assistant IV	PAY RANGE/GRADE 6KN	EEO JOB GROUP
PREVIOUS INCUMBENT Maria Nicole Scaffidi	FINANCE & PERSONNEL COMMITTEE APPROVAL DATE 9/18/2024	
DOES AN ELIGIBLE LIST FOR THIS POSITION CURRENTLY EXIST? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE REASON FOR NOT UTILIZING ELIGIBLE LIST. This eligibility list will be used, but interviews are in the process of being scheduled. Ms. Lamboy is a current MPD member and she is ranked number three on the current eligibility list.		
WHY AND HOW WAS THIS EMPLOYEE SELECTED FOR PROMOTION? Member is ranked number three on the eligibility list of Office Assistant IV that expires November 21, 2026. Ms. Rachel E. Lamboy has over seven (7) years of professional experience in office management and over twenty-six (26) years of experience in data entry and law enforcement assistance. Ms. Rachel Lamboy is being recommended based on her training experience by her commanding officer.		
OTHER PERSONS IN DEPARTMENT ELIGIBLE FOR POSITION BASED ON LAST ANNOUNCED REQUIREMENTS TOTAL ELIGIBLE: 0 NO. OF MINORITIES: 0 NO. OF FEMALES: 0		
DIPLOMAS, DEGREES RECEIVED (ATTACH COPIES)		
ADDITIONAL JOB-RELATED EDUCATION, TRAINING IN PAST FIVE YEARS Ms. Rachel Lamboy has over seven (7) years of professional experience in office management and data. She has exceptional experience in eTime scheduling and Line-ups, providing training to new employees at the Teletype Desk, extensive knowledge of the Stolen Vehicle Desk, processing incoming mail, and maintaining work location files.		
WORK EXPERIENCE SUPPORTING REQUESTED PROMOTION Ms. Rachel Lamboy has over seven (7) years of professional experience in office management and data entry. Her past work experience and current responsibilities as an Office Assistant III in the Forensics Division has prepared her for this position. She is being recommended for the Office Assistant IV position based on her training experience by her commanding officer.		
IS THE PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP.		
JEFFREY B. NORMAN		CHIEF OF POLICE
DEPARTMENT HEAD NAME	SIGNATURE	TITLE
FOR FPC OFFICE USE ONLY: REQUEST APPROVED <input type="checkbox"/> REQUEST DENIED <input type="checkbox"/> DATE:		