



July 16, 2019

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Alfonso Morales
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 – OFFICE ASSISTANT II JOANN LYBEK
TO OFFICE ASSISTANT III

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant II JoAnn Lybek to the position of Office Assistant III, to fill a current vacancy in the Forensics Section of the Investigative Management Division. Ms. Lybek is currently assigned to the Forensics Section.

Ms. Lybek has over 28 years of clerical experience within the Milwaukee Police. Ms. Lybek is being recommended for the Office Assistant III position based on her training and years of clerical experience. As an Office Assistant III, Ms. Lybek will remain assigned to the Forensics Section of the Investigative Management Division. Her current duties include being solely responsible for processing all the Fire and Police Department applicants and all CJIS access personnel that require access to the Milwaukee Police Department. This involves submitting fingerprints to the State of Wisconsin and updating the departmental computer database with all pertinent information. She is also one of the only personnel that handle the background checks for all city license applicants within the Forensics Section. She is in charge of creating, maintaining and updating the master index file for all city applicants. In addition; she assists with the Department's Criminal Records Section maintaining accurate fingerprint files and criminal arrest records. She is skilled in our SharePoint and Online Time Entry Systems and she will use these skills daily in her new position. She efficiently manages her duties using a high level of professionalism and confidentiality.

She is being recommended for the Office Assistant III position based on her training and experience, and the recognition that she is solely responsible for processes involving city applicants. She has also been performing some of the duties of the Office Assistant III.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion to Office Assistant III be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 form (attached for reference).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alfonso Morales', is written over the typed name.

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh