



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

February 2, 2026

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 individuals:

- 4. Melissa M. Wallner
- 7. Patricia L. Hightower

to the position of Police Records Specialist I (Pay Range 6GN), to fill existing vacancies within this Department, effective Monday, March 2, 2026. The above candidates participated in a selection process, which included an evaluation of training and experience, and oral interviews. They are being recommended based on the results of this process.

The above names appear in the indicated order on the eligible list for Police Record Specialist I as certified by the Department of Employee Relations on November 6, 2025. These appointments are contingent upon successfully completing the background investigation, and drug screening.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:ss
cc: Payroll Supervisor Santiago
F&P: 10/08/2025 (2 Vacant Positions)

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

Executive Director

Date: _____