



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

February 26, 2023

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 II (Pay Range 6EN):

Annamaria E. Arnold Arevalo

to the position of Office Assistant III (Pay Range 6FN), in this Department, effective Sunday, March 17, 2024.

Ms. Arnold Arevalo was appointed to the Department as an Office Assistant II on June 28, 2021, and she is currently assigned to the Facilities Services 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. Arnold Arevalo to the position of Office Assistant III.

Respectfully Submitted,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:an
F&P: 1/31/2024 (Schmerse)
c: Payroll Supervisor Santiago

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

Executive Director

Date: _____



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

February 26, 2024

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 Annamaria E. Arnold Arevalo to Office Assistant III

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant II Annamaria E. Arnold Arevalo to the position of Office Assistant III to fill an existing vacancy in the Facilities Services Division. The Office Assistant III assigned to the Facilities Services Division performs various clerical and administrative duties and is responsible for maintaining personnel, inventory, and maintenance records. The Office Assistant III also prepares purchase requisitions and payment documents for the Facilities Services Division.

Ms. Arnold Arevalo has over ten (10) years of professional experience in office management and data entry. Ms. Arnold Arevalo's duties include, but are not limited to payroll entry for all staff assigned to the Facilities Services Division, initiating work order requests for members throughout the department, process incoming mail, record incoming and outgoing packages and sort for distribution, and maintaining work location files. As a result of her expertise and ability, Ms. Arnold Arevalo has been recommended for promotion to the position of Office Assistant III 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 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 black ink, appearing to read 'J B Norman', written in a cursive style.

JEFFREY B. NORMAN
CHIEF OF POLICE

agreement. If during the probationary period, the appointee proves unfit for the position, the Chief or Director may discharge the appointee. A full written statement of the reasons for the discharge must be filed with the Board within five (5) business days of the discharge. There shall be no appeal from this discharge. If the probationary period is completed in a satisfactory manner, the appointee shall then be classified as a regular employee. (Rev. 6/16/23)

- (b) Promotional appointees shall be on probation for an aggregate of one (1) year of actual service unless the Board specifies a longer or shorter period for any position or class, excluding specialized certified training that requires more than 30 days of On-the-Job Training (OJT). All required specialized certified OJT of 30 days or more will be in addition to the 1-year probationary period. If during the probationary period the appointee proves unfit for the position, the Chief or Director may demote to the position held prior to promotion by filing with the Board and the affected individual a full written statement of the specific reason(s) for the demotion within five business days of the demotion. Upon request of the affected individual, the Board shall interview the individual in closed session and thereafter, in open session, determine whether or not to affirm the demotion. (Rev. 6/16/23)

Section 8. (a) For non-sworn positions, whenever an appointment can be made from a City Service eligible list, the Chief or Director may appoint from the list to fill the existing vacancy, subject to the approval of the Board. (Rev. 6/16/23)

- (b) All requests for the filling of a vacancy from City Service Commission eligible lists shall be made to the Board in writing. (Rev. 7/26/01)

Section 9. The Chief of Police, with the permission of the Board, shall have the power to appoint special Police Officers, as defined by Charter Ordinance, in a particular emergency for a period not to exceed thirty (30) calendar days. (Rev. 6/16/23)

Section 10. Where a vacancy exists in a non-sworn position, and it is shown to the satisfaction of the Board that there is a person who has been serving in a lower or different non-sworn position and whose familiarity with the work of the vacant position and whose qualifications make it desirable for the best interests of the service and the efficiency of the department, the Board may approve the promotion of such person either with or without examination, even if an eligible list for the position exists. (Rev. 7/26/01)

Section 11. When there is no eligible list, the respective Chief or Director may appoint individuals to act in the next higher capacity than that signified by their actual rank when such appointment is deemed advisable for the good of the service.