



October 10, 2023

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

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

RE: Request to Promote Without Exam – Office Assistant IV Daniela Brokopp to Administrative Assistant III

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant IV Daniela Brokopp to the position of Administrative Assistant III to fill an anticipated vacancy in the Administration Bureau. The Administrative Assistant III assigned to the Administration Bureau performs administrative tasks to support the Inspector of Police and Executive Officer. This position provides a wide array of complex administrative and support tasks which are independently initiated and performed with minimal direction or supervision.

Ms. Brokopp has over four (4) years of professional experience in office management, administrative support, and customer care. The Administrative Assistant III duties include administrative support to the Assistant Chief of Police, Inspector of Police, and Executive Officer. The Administrative Assistant III manages the receipt of multiple mandatory, confidential-comprehensive Department reports, review them for completeness, and ensure distribution to respective Command Staff members and work locations. Other duties include but are not limited to; maintaining a database of both internal and external correspondences, compose routine letters, reports, memorandums, and presentations, conduct follow-up on pending matters and prioritize in-coming mail for review, and manages the appointment calendar for the Assistant Chief of Police and Inspector of Police. Ms. Brokopp is being recommended for the Administrative Assistant III position based on her knowledge, training, and experience.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion of Administrative 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 over a horizontal line.

JEFFREY B. NORMAN
CHIEF OF POLICE