



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

June 28, 2023

Jeffrey B. Norman
Chief of Police

(414) 933-4444

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):

Junise J. Lewis

to the position of Administrative Assistant I (Pay Range 6GN), in this Department, effective Sunday, July 9, 2023.

Ms. Lewis was appointed to the Department as an Office Assistant II on February 21, 2022, and is currently assigned to 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. Lewis to the position of Administrative Assistant I.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J B N', with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:sw
F&P: 3/15/2023 (Billings)
c: Payroll Supervisor Santiago

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

Executive Director

Date: _____