



May 6, 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) 935-7200

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

RE: REQUEST FOR EXTENSION OF PROBATION PERIOD FOR OFFICE ASSISTANT IV ROSALYN WOZNY

Dear Commissioners:

The Department respectfully requests that your Honorable Commission extend Office Assistant IV Rosalyn Wozny's probationary period for four (4) consecutive months based on the reasons outlined below. Office Assistant IV Rosalyn Wozny's probationary period, if not extended, will end on May 18, 2019.

Office Assistant IV Wozny was appointed to the Department as an Office Assistant I on January 12, 2009, assigned to the Investigative Management Division (IMD). On September 6, 2009, she was promoted to an Office Assistant II and remained assigned to IMD. On May 6, 2018, she was promoted to an Office Assistant III assigned to the Intelligence Fusion Center. On November 18, 2018, she was promoted to an Office Assistant IV and remained assigned to the Intelligence Fusion Center.

Critical areas of OA IV Wozny's work performance have been identified as needing improvement. OA IV Wozny's December 2018, monthly probationary report reflected that she needs improvement. On January 29, 2019, a performance meeting was held with her commanding officer. Three areas of improvements were discussed to correct deficiencies. On March 14, 2019, OA IV Wozny was approved a leave of absence. She is currently scheduled to return to work on June 10, 2019. If this extension is approved, her probationary period will end on September 18, 2019.

As of May 18, 2019, OA IV Wozny will have accrued 46 absences. It has been recommended by her commanding officer that her probation period be extended for an additional four (4) months. Extending OA IV Wozny's probation period will afford the Department supervisors the ability to ensure that she is properly trained and can demonstrate a satisfactory work performance. I feel this extension request is reasonable in both purpose and duration for the aforementioned reasons. I therefore, respectfully request that your Honorable Commission approve this extension.

OA IV Wozny has been informed that the Fire and Police Commission may hear the matter of her probation period extension at its next regular meeting on May 16, 2019. She has been further informed that she may attend this meeting, but her attendance is not required.

Sincerely,

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh

c: Assistant Chief Steven Caballero
Captain Daniel Thompson
OA IV Rosalyn Wozny

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair _____

Date _____

Executive Director