



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

January 28, 2021

Jeffrey B. Norman
Acting Chief of Police

(414) 933-4444

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

RE: Amendment to the Temporary Appointment of Laurie C. Hassel to the position of Staff Assistant-Senior to a Promotion

Dear Commissioners:

The Milwaukee Police Department is respectfully requesting an amendment to the temporary appointment of Laurie C. Hassel to the position of Staff Assistant-Senior to the promotion of Staff Assistant-Senior effective Sunday, February 7, 2021. Pursuant to Rule V, Section 5 of the Fire and Police Commission Rules, the Staff Assistant-Senior position is exempt from the competitive examination process.

The Board of Commissioners approved a temporary appointment for Ms. Hassel to the position of Staff Assistant-Senior at the August 27, 2020, Fire and Police Commission meeting. The temporary appointment of Ms. Hassel was based on the extended leave of absence of the incumbent.

The current incumbent's retirement date is effective February 1, 2021, therefore, I am recommending the promotion of Laurie C. Hassel to the position of Staff Assistant-Senior effective Sunday, February 7, 2021. The Staff Assistant-Senior is a critical position within the Department and provides staff assistance and consultation to the Chief of Police. The Staff Assistant Senior performs confidential and complex high-level administrative duties for individuals serving at the Executive Command Staff level of the Milwaukee Police Department. The work involves a high degree of independent judgment, confidentiality, ability to analyze a situation and take appropriate action, tact and discretion, and requires a thorough knowledge of Department procedures and policies.

Your support, consideration and approval of this request to amend the temporary appointment of Laurie C. Hassel to the promotion of Staff-Assistant Senior is greatly appreciated, and will allow the department to continue to deliver continuity of services to our members in an efficient, effective and professional manner. If you have any questions regarding this matter, please contact Pamela K. Roberts, HR Administrator at (414) 935-7191.

Respectfully submitted,

JEFFREY B. NORMAN
ACTING CHIEF OF POLICE

Fire and Police Commission
Staff Assistant Senior
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Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director