



BE A FORCE

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

Edward A. Flynn
Chief of Police

(414) 933-4444

June 29, 2016

James Owczarski, City Clerk
Milwaukee Common Council
City Hall, Room 205
200 East Wells Street

Subject: Communication File Regarding Changes to the 2016 Positions Ordinance

Dear Mr. Owczarski:

The Milwaukee Police Department is submitting this Communication File for inclusion on the July 20, 2016, Finance and Personnel Committee agenda. This file adds one (1) position of Records Retention Compliance Officer to the Open Records Section of the Risk Management Bureau. The Records Retention Compliance Officer works in conjunction with the Risk Management Bureau to develop, implement, maintain and update standards, procedures and protocols for a comprehensive, department-wide records information management program.

The 2016 Positions Ordinance would need to be amended as follows:

<u>Position Title</u>	<u>Pay Range</u>	<u>Add</u>
Records Retention Compliance Officer	1DX	1

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:pk

Cc: A/Chief Yerkes, Insp Gordon, Budget Mgr Rotar, FPC-Regan, DER-Knickerbocker