



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

**Alfonso Morales**  
Chief of Police

(414) 933-4444

April 1, 2019

The Board of  
Fire and Police Commission  
200 East Wells Street, Room 706  
Milwaukee, WI 53202

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT II  
AARON M. MEILICKE TO OFFICE ASSISTANT III

Dear Commissioners:

I hereby nominate and promote, subject to your approval, the following Office Assistant II (Pay Range 6EN):

AARON M. MEILICKE

to the position of OFFICE ASSISTANT III (Pay Range 6FN), in this Department, effective SUNDAY, MAY 5, 2019, assigned to the Court Administration Division.

Mr. Meilicke was appointed to the Department as an Office Assistant II on October 9, 2017, assigned to the Investigative Management Division. His training and experience qualifies him for the position.

Mr. Meilicke has over four years of clerical experience in the private sector and over one year of clerical experience within MPD at the Office Assistant II level. Mr. Meilicke will be assigned to the Court Administration Division. The Office Assistant III functions as a lead worker processing adult and juvenile traffic citations for transmittal to Milwaukee Municipal and/or State Court. He will be responsible for reviewing and processing written and TraCS (Traffic & Criminal System) generated citations. In addition, he will be responsible for monitoring the Department daily work schedules and scheduling of supplies. He is scheduled to graduate in May/2019 from UW Milwaukee with a Bachelor's Degree in Criminal Justice. He is proficient in the On-Line Time Entry System and has excellent data management and data entry skills.

The Court Administration Division Office Assistant III position was posted internally for two weeks, February 14, 2019 through February 28, 2019, to provide a promotional opportunity to members within the Department. Six applications were received. It was determined that five members met the minimum requirements. The members were then invited to the selection process held on March 14, 2019. Mr. Meilicke participated in a selection process that involved a structured oral interview process. The interview panel consisted of a Milwaukee Police Department Captain, two MPD Lieutenants and two MPD Sergeants. The job posting is attached for your review.

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In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Mr. Meilicke to the position of Office Assistant III.

Respectfully Submitted,



ALFONSO MORALES  
CHIEF OF POLICE

AM: cwh  
F&P: 4/10/19 (vacant)  
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

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Chair  
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Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director