



Milwaukee Police Department

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

September 27, 2022

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 III:

Daniela A. Brokopp

to the position of Office Assistant IV (Pay Range 6HN) effective Sunday, October 16, 2022.

Ms. Brokopp was appointed to the Department as an Office Assistant II on November 5, 2018, and was assigned to the Forensics Division. On September 6, 2020, she was promoted to Office Assistant III and is currently assigned to the Court Administration Section. 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. Brokopp to the position of Office Assistant IV.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

NICOLE J. WALDNER
ASSISTANT CHIEF OF POLICE

JBN:NJW:sw
F&P: 09/14/2022
CC: Payroll Supervisor Santiago

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

Executive Director

Date: _____



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RE: REQUEST TO PROMOTE WITHOUT EXAM – OFFICE ASSISTANT III DANIELA
BROKOPP TO OFFICE ASSISTANT IV

Dear Commissioners:

I am nominating for promotion without an exam Office Assistant III Daniela Brokopp to the position of Office Assistant IV to fill an existing vacancy in the Court Administration Section. The Office Assistant IV assigned to the Court Administration Section functions as the lead worker and is responsible for properly processing citations, providing oversight of subpoena processing, and other administration support duties of the Court Administration Section. The duties and responsibilities of the Office Assistant IV involves a high degree of independent judgment, confidentiality, and ability to analyze a situation and take appropriate action utilizing department procedures and policies.

Ms. Brokopp has over eleven (11) years of professional experience in office management, administrative support, and customer care. Ms. Brokopp demonstrates great tact when managing matters of Municipal Court subpoenas, TraCS citation reviews, Media Soft equipment, and payroll processing. Ms. Brokopp is competent and knowledgeable in Court Administration duties and exhibits professionalism with Command Staff, colleagues, and customers daily. She is being recommended for the Office Assistant IV position based on her training and experience by her commanding officer.

To alleviate any potential hardships that can result from keeping this position vacant for too long, I am requesting that this promotion of Office Assistant IV be approved without an exam, pursuant to Fire and Police Commission Rule XI, Section 10 form (attached for reference).

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE


NICOLE J. WALDNER
ASSISTANT CHIEF OF POLICE