



August 29, 2023

Milwaukee Police Department

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

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

RE: Request for Community Service Officer Recruitment

Dear Commissioners:

I respectfully request that your Honorable Commission refer this request to the Department of Employee Relations (DER) to conduct a recruitment for the position of Community Service Officer as soon as administratively possible. This position will support basic police operations and functions by performing a variety of specialized duties not requiring the attention of a sworn Police Officer. The Community Service Officer also responds to non-emergency police calls as deemed appropriate by the Chief of Police, assists Community Liaison Officers with nuisance properties investigations, testifies in Court, provides depositions, attend traffic infraction hearings, criminal hearings, and civil trials as required.

Attached please find a job description for the position. Department representatives are available to assist DER staff in this matter. If you have questions regarding this matter, please contact Human Resources Representative Mai Xiong at 414-935-7591.

Sincerely,

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mx
Attachment