



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

February 14, 2019

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

RE: PROMOTIONAL OPPORTUNITY WITH SELECTION PROCESS – OFFICE ASSISTANT III
THEODORE CROSS TO OFFICE ASSISTANT IV

Dear Commissioners:

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

THEODORE CROSS

to the position of OFFICE ASSISTANT IV (Pay Range 6HN) in this Department, effective SUNDAY, MARCH 10, 2019.

Mr. Cross was newly appointed to the Department as an Office Assistant I on November 1, 2010, assigned to the Investigative Management Division. On August 7, 2011, he was promoted to an Office Assistant II. On October 25, 2015, he was promoted to an Office Assistant III and continued in his current work assignment in the Forensic Division.

Mr. Cross has over eight years of clerical experience within the Milwaukee Police Department with three years of experience at the Office Assistant III level. He is being recommended for the Office Assistant IV position based on his training and years of clerical experience. As an Office Assistant IV, he will remain assigned to the Forensics Division. His duties will include assisting the Office Supervisor as the Lead Worker of the Division. In the absence of the Office Supervisor, he will oversee the duties of the Office Assistants and Police Aides. Provide general input on employee performance to the Office Supervisor and answer incoming calls from other divisions as well as citizens and provide appropriate information. He has a Bachelor's Degree in Business Management from Jackson State University. He is skilled in our SharePoint and E-Time computer systems and proficient in various databases within the Department. He has also been performing some of the duties of the Office Assistant IV position.

The Forensic Office Assistant IV Position was posted internally for two weeks, December 7, 2018 through December 21, 2018, to provide a promotional opportunity to members within the Department. One application was received. It was determined that Mr. Cross met the minimum requirements. The member was then invited to the selection process held on February 5, 2019. Mr. Cross participated in a selection process that involved a structured oral interview process. The interview panel consisted of two Milwaukee Police Department Captains and the Forensic Division Supervisor. The job posting and oral interview questions are attached for your review (see attached).

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Mr. Cross is being recommended for the Office Assistant IV position based on the results of this process. He is considered a valued member of this Department and is highly regarded by his Commanding Officer. In accordance with City Service Commission practices, he meets the requirements for this position. I therefore, nominate and promote, subject to your approval, Mr. Cross to the position of Office Assistant IV.

Respectfully Submitted,



ALFONSO MORALES
CHIEF OF POLICE

AM:cwh
F&P: 11/21/18 (Harris)
c: Payroll Supervisor Santiago
Attachments

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date: _____

Executive Director