



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

March 12, 2019

Alfonso Morales
Chief of Police

(414) 933-4444

The Board of the
Fire and Police Commission
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 (Pay Range 6FN):

ROBIN J. JONES

to the position of ADMINISTRATIVE ASSISTANT I (Pay Range 6GN), effective SUNDAY, MARCH 24, 2019.

For the past six months, Ms. Jones has satisfactorily underfilled the position of Office Assistant III in the Criminal Investigation Bureau and she is recommended for this position 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. Jones to the position of Administrative Assistant I.

Respectfully Submitted,

ALFONSO MORALES
CHIEF OF POLICE

AM:cwh
C: Payroll Supervisor Santiago

Approved by the BOARD OF FIRE & POLICE COMMISSIONERS:

Chair

Date _____

Executive Director